

Ohio Five Collaborative Grant Program

Budget Work Sheet

Project Title:

Project Time Frame:

Project Lead:

Funding Sources	Amount (USD)
Institutional Support	
Ohio Five Funding (Proposed)	
Other Funding Sources	
Total Project Funding	

Project Expenses	Amount (USD)
Stipends	
Honoraria	
Student Wages	
FICA	
Supplies	
Printing	
Professional Development	
Meetings	
Travel	
Total Project Expenses	

Budget Items Description

This budget outline is provided as a template from which to structure the program/project budget.

Funding sources or expense categories not included here, should be added, such that the budgeted amounts are clear.

All items included in the budget should be addressed in the project narrative.

The budget must be balanced. The total projected project Funding must equal the total of project expenses.

Funding Sources

Institutional Support

Indicate financial support provided by any of the member colleges of The Ohio Five.

List each college separately the amount of support.

Ohio Five Funding (Proposed)

indicate the amount requested. This amount should be within the funding levels described in the Program Guideline.

Other Funding Sources

Identify other means of project funding such as registration fees, donations and contributions.

Project Expenses

Stipends

Stipends are payable to faculty and staff for administrative and planning responsibilities related to the proposed project.

Identify each stipend by role and the person eligible for the stipend.

Each person and role should be fully explained in the project narrative.

Honoraria

Honoraria are payable to guest speakers and presenters for engagements relating to the proposed project.

Honoraria must be supported by a contract with the presenter/guest speaker.

The contract must clearly describe the dates, and scope of the engagement.

The contract must indicate a method of payment (i.e. check, ACH (domestic only), payee remittance address). The contract must also explicitly state the amount payable by The Ohio Five.

Student Wages

Wages payable for student support of the project.

FICA

Stipends payable to faculty and staff of The Five Colleges of Ohio must also include an additional 7.65% for employer FICA contribution.

Stipends payable to faculty and staff not employed by one of The Ohio Five member colleges is not subject to the FICA contribution.

Supplies

The budgetted cost of anticipated supplies, including but not limited to office supplies, books, and other materials.

Printing

Costs for printed materials including posters, pamphlets, copied materials for distribution, etc.

Professional Development

Conference registration fees for project participants.

Meetings

Include meeting expenses such as space and meals.

Travel

Travel costs may include mileage for personal use vehicles (reimbursed on actual miles traveled), airfare, tolls, parking, meals related to travel (not meetings), ground transportation (i.e. shuttles, car service), rental vehicles, etc.