

SAMPLE 1:

SAMPLE BUDGET ONLY (Template – please edit to include your budget details):

Project Name: _____ Applicant: _____

Section 1: Expenses			
Description of Expenses	Amount		
Printing expenses (flyers): <i>50 flyers and 5 posters</i>	\$140.00		
Food & Beverages (non-alcoholic): <i>Coffee and Cookies for 50 people, Chartwells:</i>	\$120.00		
<i>Veggies & Dip for 50 people, Chartwells</i>	\$45.00		
Materials (decorations) <i>Decorations, balloons</i>	\$20.00		
Audio Visual &/or Equipment Rentals: <i>Sound system, 4 hours</i>	\$200.00		
Other – Itemized with amount: Door Prizes	\$60.00		
TOTAL EXPENSES	\$585.00		
Section 2: Revenues/Contributions			
	Requested	Confirmed	Date Response Expected
Ticket Sales	\$100.00	No	Date of event
Umbrella Student Association: NAME	\$70.00	No	Aug. 1, 2008
Faculty: NAME	\$75.00	Yes	
Participant Contributions (100 people/\$1 each)	\$100.00	No	Date of event
TOTAL REVENUES ANTICIPATED	\$345.00		
Section 3: Budget Summary			
Total Expenses	\$585.00		
Total Revenues (excluding CCSL)	\$345.00		
Total Requested from CCSL	\$240.00		

SAMPLE 2:

Section 1: Expenses

Description of Expenses	Amount
Banner	\$ 300
Contact cards (Quantity: 5000)	\$ 300
Graphic Designer	\$ 1 200
Hard Drive Disk (Quantity: 1)	\$ 300
Pamphlets (Quantity: 5000)	\$ 800
Posters (Quantity: 20)	\$ 300
Prizes CDs: (Quantity: 1000) = \$ 1 000 T-shirts: (Quantity: 30; 2/school) = \$ 600 Hats (Quantity: 30; 2/school) = \$ 600	\$ 2 200
Storage Space	\$ 200
Web Developer	\$ 700
Wireless Microphone (Quantity: 1)	\$ 500
TOTAL EXPENSES:	\$ 6 800

Section 2: Revenues/Contributions

Sources	Requested	Confirmed	Date Response Expected
CSU Club	\$ 500	Approved	-
CSU Special Clubs Funding (SCF)	\$ 1 500	Approved	-
Concordia University Small Grants Program (CUSGP)	\$ 1 000	Unconfirmed	-
Concordia Council on Student Life (CCSL)	\$ 3 800	Unconfirmed	March
Total anticipated revenues	\$ 6 800		

Section 3: Budget Summary

Total Expenses	\$ 6 800
Total Revenues	\$ 6 800
Total Requested from this application	\$ 3 400

SAMPLE 3:

Conference Budget

Section 1: Expenses	
Opening Panel Speakers <ul style="list-style-type: none"> • Travel • Accommodation • Speakers' fees 	\$3,000.00
Venue Fees <ul style="list-style-type: none"> • Tech booking and fees • 7th floor conference rooms and setup • Venue for social event and art display 	\$1,300.00
Publicity Materials <ul style="list-style-type: none"> • Flyers • Posters • Banner + banner hanging fee • Student media advertising • Honourarium for promotion and outreach coordinator (15 hours) 	\$2,200.00
Catering (up to 250 people) <ul style="list-style-type: none"> • 3 meals and 1 snack 	\$1200.00
Conference Package Materials	\$300.00
Translation (English to French, French to English)	\$300.00
Childcare and other accessibility	\$300.00
Volunteer Appreciation (post conference)	\$300.00
Miscellaneous	\$100.00
TOTAL EXPENSES:	\$9,000.00

Section 2: Revenues/Contributions	Requested	Confirmed	Date Response Expected
Concordia Student Associations and Unions			
<ul style="list-style-type: none"> • Sustainability Action Fund 	\$1500	Yes	
<ul style="list-style-type: none"> • Arts and Science Federation of Associations 	\$500	No	Before event
<ul style="list-style-type: none"> • Concordia Student Union Special Projects fund 	\$1000	No	Before event
<ul style="list-style-type: none"> • Fine Arts Student Association 	\$500	No	Before event
<ul style="list-style-type: none"> • Concordia Council on Student Life 	\$1000	No	March 8, 2013
Concordia University Faculty Departments			
<ul style="list-style-type: none"> • School of Community and Public Affairs 	\$200	No	Before event
<ul style="list-style-type: none"> • Simone de Beauvoir Institute 	\$200	No	Before event
McGill Student Associations			

• Arts Undergraduate Society of McGill	\$500	No	Before event
• Student Society of McGill University	\$500	No	Before event
McGill University Academic Departments & Schools			
• McGill School of Environment	\$100	No	Before event
• Art History and Communications	\$100	No	Before event
Other Concordia and McGill Offices & Departments			
• QPIRG Concordia	\$500	Yes	
• QPIRG McGill	\$500	Yes	
• Queer McGill	\$1000	Yes	
• Union for Gender Empowerment	\$500	No	by February 28, 2013
• McGill Chaplaincy	\$200	No	Before event
• McGill First Peoples' House	\$200	No	Before event
TOTAL REVENUES ANTICIPATED:	\$9000.00		
Section 3: Budget Summary			
Total Expenses	\$9000.00		
Total Revenues (excluding CCSL)	\$8000.00		
Total Requested from CCSL	\$1000.00		