

Proposed Budget Worksheet for Institutional Grants from the United Board

Date:

Name of Institution:

Project Title:

	Project Task/Activity	Budget Details	Total Project Cost (Local Currency)*	Total Project Cost (USD)	Cost-Share (USD)	Request of United Board (USD)
PHASE 1	Task/Activity 1 (description, date and place, persons involved) Example: Field study related to Service-Learning involving 1 teacher and 5 students visiting Village X	Detailed expenses, e.g. Bus Transport: 6 persons x \$y = \$yy Meals: 6 persons x \$y = \$y Lodging: 6 persons x 3 rooms X 1 night = \$y				
	Task/Activity 2 (description, date and place, persons involved)					
	Sub-total					
PHASE 2	Task/Activity 1 (description, date and place, persons involved) Example: 2-day workshop on topic related to the SL field study attended by x number of persons	Detailed expenses, e.g. venue, meals, materials, printing, part-time help, etc.				
	Task/Activity 2...					
	Sub-total					
PHASE 3	Task 1 (description, date and place, persons involved)	See examples above				
	Subtotal					

	Grand Total				
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*Exchange Rate: USD1= local currency?

Budget prepared by (include Name, Position and Signature):

Signed by (Name and Signature of Head of Institution):