**Budget Template**

The budget template is broken down into two sections: the cost and the funding available for each program. Each section has formulas to calculate the overall costs, subtract the amount funded by grants, sponsorships, etc., and display the additional money needed to fund each program.

Below are instructions for inputting information into each section.

**FUNDING** – This section is for recording funding received for partner programming, which includes money received from grants, sponsorships, donations, fundraising, etc.

* **Type:** grant, sponsorship, donation, fundraiser, etc.
* **Name:** title of grant, sponsorship, donation, fundraiser, etc.
* **Amount:** the amount of money received
* **Specified Use:** does this money need to fund a specific area of partner program (i.e. STEM or outdoor, etc.)?
* **Requirements:** are there certain requirements that must be fulfilled by the partner program to use these funds (i.e. serve a certain number of students, run during a specified time of year, etc.)?

At the bottom of the Funding section are totals for the amount funded, requested and additional funds needed. These will automatically calculate based on the information provided.

Following the Funding section, there is a Programs section for each area of enrichment. Each section has space for calculating the costs of the programs offered. This section will also provide an overview of the number of programs offered within each area.

**HEALTH AND PHYSICAL FITNESS** – Partner programs related to sports, health & wellness and physical activity.

**OUTDOOR/ADVENTURE** – Partner programs related to the environment, animals and exploration of the great outdoors

**LEADERSHIP AND OTHER PERSONAL AND PROFESSIONAL SKILLS** – Partner programs related to building student leaders and development of personal and professional skills necessary for success in school, work, and life

**STEM** – Partner programs related to science, technology, engineering, math

**ARTS/HUMANITIES** – Partner programs related to arts, theater, and culture

**SPECIAL INTERESTS** – Partner programs related to miscellaneous interest areas such as chess or foreign languages

Within each of these sections, there are columns to provide a breakdown of funding to be spent in each area, and additional funds are needed to support the programs.

* **Program Date:** the date range of the program
* **Program Name:** the name of the program on the agreement
* **Program Cost:** the agreed upon amount requested by the community partner
* **Transportation:** additional costs to transport students to and from the program location, if off campus
* **Add. Materials:** the cost of any additional materials needed outside of those the partner will provide
* **Additional Staff:** the cost of any additional staff outside that which is provided by the partner
* **Funded By:** is there a specific grant, donation, fundraiser, etc. that will fund this specific program
* **Amount Funded:** the total from the fund that will be used for the program
* **Additional $$ Needed:** the additional amount needed to fund the program

The totals for each section will be calculated and reflected in the Funding section.