

INTERNAL GRANT BUDGET TEMPLATE

Budget Item	Amount	Justification Briefly describe proposed expenditures, their adequacy, appropriateness and importance. *
Transportation Fee Lodging Fee Per Diem Conference/Registration Fee		
Fee for Course/Activity		
Materials and Supplies		
Contractual Fee		
Student Help		
Other (Please Describe):		
<u>Total Need:</u>		
<u>Less Other Funds Sought/Available</u>		**
<u>Total Request</u>		

* **Include documentation** to further justify budget (e.g., copies of published materials related to items in your budget such as airfare, mileage, registration fees, hotel rates, equipment, materials, etc.). Justification for proposed expenditures is considered when determining funding level. Documentation is indispensable for funding travel.

**Explain what additional resources are being sought to support the proposed activity.

Please be sure to incorporate your completed budget and supporting documentation into the body of your proposal to create a single document. Submit the resulting document to CCSUgrants@ccsu.edu.