

**Appleton Education Foundation**  
Sample Budget (General and Professional Development)

**Total project budget**

*Full amount needed to carry out your plans.*

\$2,500

**Project request amount**

*How much are you asking from Appleton Education Foundation?*

\$2,000

Purple highlighted areas are examples of what you will input into the budget section of the application.

**Project expense details**

*How will the funds be spent? These total expenses should match the total project budget you entered above. Please note, AEF will not fund staff salaries (including substitute teacher pay). AEF places a low priority on funding furniture, food, t-shirts, and proven technology (iPads, Chromebooks, etc.).*

Expense Item/Service:	Expense Vendor:	Expense Total Amount:
Guest speaker stipend	Person's name	\$ 750.00
Student workbooks	Amazon	\$ 1,250.00
t-shirts celebrating our school community	Local t-shirt shop	\$ 500.00
		\$
		\$
		\$
TOTAL		\$2,500.00

< This amount should equal the total budget amount you entered above.

**Project budget additional details**

*Please share any additional details (re: your purchase plans). If helpful, include links to an Amazon list or vendor website, etc. If budget is an estimate, please tell us what you based it on.*

The speaker has quoted us the \$750 fee to come to Appleton and speak to all of our students. Here is a link to the workbooks. AMAZON link We plan to use these workbooks in advance and following the presentation by our speaker. We believe the workbooks will help reinforce what we learn from the speaker. Our local t-shirt shop gave us the discounted price of \$500 for shirts for all students.

**Project budget narrative**

*Briefly explain sources of revenue and details of expenses. Be specific about how Foundation grant dollars would be spent.*

We know AEF funding cannot be used for t-shirts. We will use AEF dollars for the guest speaker and student workbooks.

**Total budget vs. Requested amount**

*Does your total project budget exceed the project request amount listed above?*

☐ Yes

< If you indicate yes, continue below.

☐ No

< If you indicate no, you are done with the budget section of the application.

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**Total Budget Exceeds Requested Amount**

**Additional financial resources**

If you are using additional financial resources to meet your budget goal, please list those resources. (ie: \$200 from department budget; \$500 from Project Speak; \$150 from PTO) Also indicate whether that funding is confirmed.

Additional Financial Resource Amount:	Additional Financial Resource Source:	Additional Financial Resource Confirmed:
\$500	School site budget	Yes

**Funding sources**

Optional: If needed, upload a Word, Excel, or pdf file to show your funding sources.

**Additional details**

Please share any additional details (re: other revenue sources) for this project. If additional funding is not yet confirmed, when do you expect to find out? If you do not receive full funding, what happens to the project?

I have confirmed with my principal that \$500 of our building's site dollars can be used to support this program to purchase the t-shirts. If we do not receive full funding from the AEF we will scale back our project (not provide student workbooks or consider a virtual presentation vs. bringing the speaker to our school).

This section only appears in the budget, if the Total Budget exceeds the Request Amount.