

Sample Budget: New Course

4. Detailed budget for the project, including justifications of the expenses.

A. Supplies, if any (please itemize):

Item:	Cost:
1. Wooden Alto Recorder	\$340
2. Plastic Baroque Flute	\$440
3. Baroque Music (3 scores at \$20/each)	\$60
4A - Total:	\$840

Justification

Seeking funds to purchase 1) a wooden alto recorder, 2) a plastic Baroque flute, and 3) Baroque music for student performances. With these items the Early Music Ensemble would be able to learn much more about the performing practices of Baroque music. These costs are from quotes from von Huene Workshop in Brookline, MA

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B. Educational/Training Costs, if any (please itemize):

(e.g., workshop fees, honorarium, licensing fee, etc.)

Item:	Cost:
1.	\$0
2.	\$
3.	\$
4B - Total:	\$0

Justification

N/A

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C. Creative Project Documentation (please itemize):

(e.g., podcasting, videotaping, sound recording, photo documentation, etc.)

****Please note that documentation of your project is REQUIRED, and could be used on the Dee Council Website.**

Item:

Cost:

1. Recording cost (done by School of Music)	\$60
2.	\$
3.	\$
4C - Total:	\$60

Justification

Recording of student performances will be done. The cost is \$30 for each recording, and we will record each of the two scores.

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D. Other Costs, if any (please itemize):

(e.g., event advertising, printing, graphic design/production cost, shipping)

Item:	Cost:
1.	\$0
2.	\$
3.	\$
4D - Total:	\$0

Justification

N/A

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E. Travel Costs, if any (please itemize):

**Please indicate whether travel costs are for yourself, or for a guest artist/lecturer you are bringing to campus

Flight:	\$
Baggage Fee:	\$

(Please indicate source of estimated flight costs)

Per Diem:	\$
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(Please use <http://www.gsa.gov/portal/content/104877> to determine allowable per diem rates [# of days times rate of per diem])

Hotel:	\$
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(For visitors to campus, only the University Guest House rate [\$92/night] will be allowed)

Ground Transportation:	\$
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4E - Total:

\$0

Justification (please identify source of estimated costs)

N/A

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SUMMARY OF BUDGET EXPENSES

(from sections 4A-4E)

Total From Section 4A	\$840
Total From Section 4B	\$60
Total From Section 4C	\$0
Total From Section 4D	\$0
Total From Section 4E	\$0
Total Request:	\$900

****Please confirm your numbers before submittal. Inaccurate budgets will be at a disadvantage during the review process****