

Lougheed

Center for Applied Learning

BUDGET FORM

EXPLORE EXPERIENCE REFLECT BECOME

Consult the [Guidelines for Completing Your Application](#) for specific directions. If you fail to include the required documentation, your application will not be considered.

For questions about the application process, please contact us at appliedlearning@potdam.edu and we will be happy to answer your questions.

STUDENT INFORMATION

Name: _____

P#: _____

BUDGET

- Complete the budget worksheet below.
 - Specify all anticipated expenditures (projected cost of materials, shipping and handling, invoices/quotes and estimated travel expenses). Items listed must correspond directly to the project timeline and description as explained in your essay.
- Consult with your Faculty Mentor for help with this section.
- Documentation must be attached as an appendix for all items listed on the budget worksheet.
- **Presidential Scholars:** Awardees receive \$1,800 over the term of their award
- **Kilmer Program:** Awardees receive a \$400 stipend for one-semester awards, \$600 for two-semester awards. Summer awardees receive \$1000.
- **DO NOT ADD SHIPPING COSTS TO THE TOTAL PRICES.** If you know there will be shipping charges, add that on the next row and use 1 as the quantity to order.
- **DO NOT CONVERT THIS TO A WORD DOCUMENT.** The table is formatted so it will calculate all your charges accordingly.

| Vendor & URL | Item/item number– if available) | Qty to order | Price per unit | Total price |
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| Total amount requested | | | | |

Budget Justification