

2012-2013 MSPA PROFESSIONAL TRAINING GRANT

PROPOSED BUDGET

(This form should be submitted as part of your application)

Name of Program: _____

Name of Organization: _____

<u>Budget Items</u>	<u>Anticipated Costs</u>
1. Speaker's Fees (fee charged by speaker)	_____
2. Speaker's Expenses (other expenses, such as travel or accommodations, incurred by the speaker)	_____
3. Supplies (educational materials and/or equipment) - Provide detail of items and cost per item.	_____
4. Printing (brochures, flyers, handouts, etc.)	_____
5. Postage (for mailings)	_____
6. Facilities (cost of facilities where program is to be held)	_____
7. Secretary (cost of secretarial services, if needed)	_____
8. Refreshments (cost of food, beverages, paper plates, cups, etc.) - This item is not to exceed \$100.00.	_____
9. Other Expenses (e.g., telephone, travel, etc.) - Give itemized account of these expenses using space below or on back, if necessary.	_____
TOTAL ANTICIPATED EXPENDITURES	_____
TOTAL INCOME	_____