



TIPS ON CREATING AN ITEMIZED BUDGET SOMEF TEACHER GRANT APPLICATION

A thorough and carefully considered budget is as important to your grant application as the narrative portion. Budgets provide critical information about how a project will be implemented. When you are putting together your budget, ask yourself if you will truly be able to achieve the project goals with the money you are requesting, if the costs you've included are reasonable, and if you have included enough detail.

The tips below will help you put together a budget that accurately reflects not only how much the program will cost but also how it will be managed.

- 1. MAKE SURE ALL EXPENDITURES ARE ALLOWED.** No matter how worthy a project may be, SOMEF will provide funding only for items allowed by the terms of the grant.
- 2. CONSIDER ALL EXPENDITURES.** Think about all of the expenses that will make your project successful and be sure to make them clear in the budget. Will you need money for travel, postage, or photocopying? By including both large and small expenses, you'll demonstrate that you've carefully considered all aspects of the project.
- 3. PROVIDE A REASONABLE AMOUNT OF DETAIL.** Break your budget into categories such as travel, personnel, and supplies. When appropriate, break big categories, such as supplies, into subcategories.
- 4. RESEARCH COSTS AND CONSIDER FUTURE COSTS.** Provide accurate numbers. Bills, receipts, and invoices rarely add up to round numbers, and neither should your budget. Use resources such as colleagues and other professionals, the Internet, and catalogues to determine realistic and verifiable costs. And be sure to account for equipment maintenance and storage.
- 5. MAKE SURE THE NUMBERS ADD UP.** Double check your math.