

GRANT APPLICATION TIPS AND TRICKS

Purdue University Office of Engagement

Overview

A proper budget proposal will have every necessary item listed, along with the quantity and price of each. Below are some things to consider when drafting your project's budget.

- Minimize or exclude food
- Minimize paper/printing costs
- No promotional items such as t-shirts/mugs/pens
- Travel may be reimbursed as appropriate
- Equipment must be managed through Purdue
- No payments for salaries/honorarium

Good Budget Example

Item	Quantity	Unit Cost	Ext Cost
500 Litter Water Storage	2	394.00	\$788.00
Gutters	7	22.00	\$154.00
Valves	3	9.00	\$27.00
Electrical Wires	2	76.00	\$152.00
Light Sockets	5	3.00	\$15.00
Switches	5	2.00	\$10.00
Power Saver Bulbs	10	3.00	\$30.00
Tube Lights	6	7.00	\$42.00
Distrubution Board	1	43.00	\$43.00
Cement	2	57.00	\$114.00
Sports Equipment	1	125.00	\$125.00
TOTAL AMOUNT REQUESTED:			\$1,500.00

Poor Budget Examples

Item	Quantity	Unit Cost	Ext Cost
Banners from Staples	2	22.86	\$45.72
→ Large Pizza from Papa John's	40	14.63	\$585.20
Flyers from Copymat	300	0.14	\$42.00
Flyers from Copymat	50	0.55	\$27.50
Paper Plates from Walmart	2	5.94	\$11.88
Clipboards from Amazon	5	2.19	\$10.95
Folders from Amazon	2	28.93	\$57.86
TOTAL AMOUNT REQUESTED:			\$781.11

Item	Quantity	Unit Cost	Ext Cost
Publicity	1	500.00	\$500.00
Printing	1	500.00	\$500.00
Postage	1	250.00	\$250.00
Supplies	1	250.00	\$250.00
TOTAL AMOUNT REQUESTED:			\$1,500.00