

By completing the Itemized Budget Sheet, you will break your budget narrative down into a line-item listing.

- Enter the length of your fellowship.
- Estimate number of hours it took to prepare your application (this information is for internal use only and is not part of the selection process).
- Add all proposed destinations for fellowship.
- Use whole numbers.
- Team lead is responsible for entering the itemized budget.
- If including a technology expense, specify why the item is necessary for the fellowship's success; why you have chosen the specific brand/type; and whether you have prior experience using the technology. Technology expenses should not be the bulk of your proposed budget, but a necessary tool to successfully complete your fellowship.
- Food costs should reflect actual destination rates and cannot exceed \$50 per day/per person. This is not a per diem, receipts will be required.

Breakdown of expenses

- **TRANSPORTATION:** any fare to and from destination. Estimate rental car cost based on current gasoline prices. For personal vehicles, calculate the mileage at a rate of \$.67/mile. Grant funding can only cover mileage or gasoline, not both.
- **LODGING:** Seek moderately priced motels/hotels or, if applicable, home stays.
- **FOOD:** Food costs should reflect actual destination rates and cannot exceed \$50 per day/per person.
- **PARTICIPATION COSTS:** Tour, registration, and course/program fees.
- **MATERIALS AND SUPPLIES:** Includes, but not limited to, books, reference materials, artifacts, or realia.
- **EQUIPMENT:** Includes, but not limited to, cameras, recorders, laboratory equipment and computer hardware necessary for fellowship and classroom implementation. Please consider borrowing these pieces of equipment from your school, if available. Any equipment purchased with the grant funds must be accessible to entire school upon return.
- **OTHER:** Specific costs of your fellowship not outlined in the preceding categories. Please give clear descriptions of these expenses. Use the Budget Narrative for any further explanation.
- **NON-ALLOWABLE:** Certain products and services are not to be purchased using grant funds, such as toiletries, telecommunications, souvenirs, childcare, student travel, bank/credit card fees and graduate credit hours. *Access the full list of non-allowable expenses, under Quick Links within the online application.*

Additional resources to aid you in the application process can be found within the online guidelines under Quick Links. If you have any questions regarding the online application process, please contact: info@fundforteachers.org.