

Event/Project Budget

Please complete this budget sheet. **Include a detailed description and cost of each item.** If the cost is recouped in a donation, please make that indication and name the donor.

If you are receiving in-kind or actual monetary donations please indicate which items will be donated.

An evaluation and return envelope will be mailed to you after your event. Please return the evaluation and any associated receipts within two weeks of receiving the evaluation.

Item Description	Cost To Purchase	It's a Donation From Whom?	Donation Value (if known or estimate)
2 pkgs hotdogs	\$ 10.00		\$
2 pkgs hotdog buns	\$ 5.00		\$
2 pkgs hamburgers	\$ 20.00		\$
1 pkg veggie burgers	\$ 8.00		\$
3 pkgs buns	\$ 12.00		\$
	\$		\$
Chips and Side Dishes	\$	Neighbors	\$ 200.00
Drinks/ plates/flatware/cups	\$	Neighbors	\$ 100.00
	\$		\$
Bouncy Castle (bid from Bounce House)	\$ 200.00		\$
	\$		\$
Tent Canopy	\$	HOA	\$ 100.00
	\$		\$
	\$		\$
	\$		\$
TOTALS	\$ 255.00		\$ 400.00

TOTAL GRANT AMOUNT REQUESTED \$ 255.00

Volunteer Hours

- 12 Number of Volunteers
- 3 Average number of hours each volunteer contributes
- 36 TOTAL VOLUNTEER HOURS

In an effort to save a trip, please fill out this contract as completely as possible, knowing it is subject to approval.

Office Use Only

Amount of Money Granted \$ _____

- Fostering positive neighbor relationships 1 2 3 4 5
- Building neighborhood community & sense of pride 1 2 3 4 5
- Number of neighbors participating and benefiting from event 1 2 3 4 5
- Matching donations and volunteer hours contributed to event 1 2 3 4 5

Comments _____

