

WESLEYAN SUMMER GRANTS BUDGET SHEET

All applicants are required to submit a budget sheet, detailing the funding request for your summer experience. As an applicant, it is your responsibility to research costs to help you estimate your budget lines and make sure your numbers add up to the correct totals. What do **you** anticipate needing funding for? Fill out the budget based on your summer experience. Remember, no two budgets will look the same. Please see the sample budgets provided in this packet.

ACCESSING THE BUDGET SHEET

1. [Click Here](#) to open the budget sheet on Google Drive
2. Make a copy of the budget sheet: File > Make a Copy
3. Save the budget sheet to your drive THEN begin to edit

EXPENSES AND INCOME

Expenses

There are five main categories:

- Living and Personal Expenses
- Travel Expenses
- Program Expenses
- Other Expenses
- *Student Contribution (only for students on need-based financial aid)

Each category has a drop-down for you to select the exact areas needed for funding. Remember, these are options to tailor the budget to your summer experience and some of the areas listed might not be applicable to you. Please only select what you need funding for.

**Student Contribution: Students on need-based financial aid can login to SIMON via WesPortal. Select the current award year and choose awards. This will show your student contribution for 2019-2020. Please list this number in the total dollar amount. The Committee would like this included in the budget to ease any financial requirements you may have over the summer. Questions about your student contribution can be directed to the Financial Aid Office.*

Income

Include any anticipated income you will have during your summer. Select the most relevant option(s) in the drop-down. This section does not negatively impact the amount of grant funding you are eligible to receive and it is okay if you are not anticipating any income.

DESCRIPTION OF EXPENSES AND INCOME

Describe each of the line items you have selected. See sample budgets for examples.

SOURCE/RESOURCE

Provide the source you used to help estimate your expenses. How did you come up with your numbers? For example, websites, relative/friend who lives in the area, etc.

UPLOADING YOUR BUDGET TO ACADEMICWORKS

1. Open your document on Google Drive
2. Go to File > Download > PDF
 - a. Paper Size = Tabloid (11" x 17")
 - b. Page Orientation = Portrait
3. Save as a PDF (this is the only format accepted on AcademicWorks)
4. Upload your budget to [AcademicWorks](#)

HOW TO GET STARTED

- Ask family and friends about monthly living and personal expenses.
- Research the city you will be living in to find the average cost of rent, utilities, food, transportation, etc.
- Use a store such as Target to approximate costs for everyday items.
- Look at sites like priceline.com and expedia.com for travel costs.
- Going to another country? Remember to check the currency exchange rate. Your budget must be in USD.

APPOINTMENTS

Appointments are available at the Gordon Career Center and can be made on [Handshake](#) or by calling our office 860-685-2180.

QUESTIONS

Please email wseg@wesleyan.edu.

2020 Wesleyan Summer Grants Budget Sheet - Education Program Example

Name: Wesleyan Cardinal
WesID: 000000
Dates of Summer Experience (mm/dd/yy - mm/dd/yy): 06/15/20 - 08/07/20
Location(s) of Summer Experience: Madison, WI

**Grants are awarded up to \$5,000. If your request exceeds this amount, please complete the additional question on the AcademicWorks application.*

EXPENSES			
Living and Personal Expenses	Description of Expense	Source/Resource	Total Dollar Amount
1. TOTAL LIVING EXPENSES			\$0.00
Travel Expenses	Description of Expense	Source/Resource	Total Dollar Amount
Plane Tickets	Roundtrip Flight from Boston, MA to Madison, WI	Priceline.com	\$315.00
Other	Taxi from airport to campus. 6.2 miles (Roundtrip 12.4). Cost is \$2.80/mile. Rounding to nearest dollar amount.	https://www.madtaxi.com/	\$35.00
2. TOTAL TRAVEL EXPENSES			\$350.00
Program Expenses	Description of Expense	Source/Resource	Total Dollar Amount
Tuition	South Asia Summer Language Institute, University of Wisconsin	sasli.wisc.edu	\$4,800.00
Supplies (books; notebooks; etc)	Textbooks for courses	Not listed on website, anticipating \$200 based on personal textbook purchases	\$200.00
Housing	University Housing	sasli.wisc.edu	\$1,485.00
Meal Plan	Meal plan is not included in tuition. Meal plan total listed.	sasli.wisc.edu	\$1,120.00
Other	Transcript fee charged to any student who has not taken a course at UW-Madison	sasli.wisc.edu	\$65.00
3. TOTAL PROGRAM EXPENSES			\$7,670.00
Other Expenses (List Any Other Anticipated Expenses)	Description of Expense	Source/Resource	Total Dollar Amount
Excursions	Program includes off-campus activities	Program Website: sasli.wisc.edu ; states to anticipate \$200	\$200.00
4. TOTAL OTHER EXPENSES			\$200.00
Student Contribution			Total Dollar Amount
<i>Only students on need-based financial aid will complete this budget line. If you are NOT the recipient of need-based financial aid, this number will be \$0.00</i>	Login to SIMON via WesPortal. Select the current award year and choose awards. This will show your student contribution for 2019-2020. Please list this number in the total dollar amount.		\$0.00
TOTAL EXPENSES (Add 1 - 4 and Student Contribution):			\$8,220.00
INCOME			
Anticipated Income	Explanation	Total Dollar Amount	
Outside Funding Received	Received Fee Remission from SASLI program	\$3,400.00	
TOTAL INCOME:			\$3,400.00
TOTAL REQUEST (Subtract Total Income from Total Expenses):			\$4,820.00

2020 Wesleyan Summer Grants Budget Sheet - Internship Example

Name: Wesley Cardinal
 WesID: 123456
 Dates of Summer Experience (MM/DD/YY): 06/08/2020 - 08/03/2020
 Location(s) of Summer Experience: Washington, DC

**Grants are awarded up to \$5,000. If your request exceeds this amount, please complete the additional question on the AcademicWorks application.*

EXPENSES

Living and Personal Expenses	Description of Expense	Source/Resource	Total Dollar Amount
Rent	Rent for a double room in residential complex through Georgetown University's Summer Visiting Intern Housing program is \$450.60 a week. Utilities are included.	Spoke over the phone with coordinator from Georgetown housing	\$3,604.80
Other	Conference Visitor Card for washer & dryer usage in residential complexes. Each load is \$3.75 and I anticipate doing laundry 5 times over the course of my internship.	https://residentialliving.georgetown.edu/summer/individual/	\$18.75
Groceries & Meals (List \$ Amount/Week in Explanation eg: \$80/Week)	Grocery shopping at the Trader Joes. I anticipate spending \$75/week on groceries and plan on bringing a packed lunch to my internship site each day.	https://locations.traderjoes.com/dc/washington/620/	\$600.00
Household Items (paper towels; cleaning supplies; etc)	8 weeks worth of toilet paper (\$8.00), paper towels (\$5.40), toothpaste (\$2.49), and soap (\$4.75)	https://locations.traderjoes.com/dc/washington/620/	\$20.64
		1. TOTAL LIVING EXPENSES	\$4,244.19
Travel Expenses	Description of Expense	Source/Resource	Total Dollar Amount
Subway/Metro Fare	Metrorail travel to my internship site (\$3.85 one-way for 38 days)	https://www.wmata.com/fares/rail.cfm	\$292.60
Train Tickets	Travel from New York City to Washington, DC (\$98.00 one way)	https://tickets.amtrak.com/itd/amtrak	\$196.00
		2. TOTAL TRAVEL EXPENSES	\$488.60
Program Expenses	Description of Expense	Source/Resource	Total Dollar Amount
		3. TOTAL PROGRAM EXPENSES	\$0.00
Other Expenses (List Any Other Anticipated Expenses)	Description of Expense	Source/Resource	Total Dollar Amount
		4. TOTAL OTHER EXPENSES	\$0.00
Student Contribution			Total Dollar Amount
Only students on need-based financial aid will complete this budget line. If you are NOT the recipient of need-based financial aid, this number will be \$0.00	Login to SIMON via WesPortal. Select the current award year and choose awards. This will show your student contribution for 2019-2020. Please list this number in the total dollar amount.		\$0.00
		TOTAL EXPENSES (Add 1 - 4 and Student Contribution):	\$4,732.79

INCOME

Anticipated Income	Explanation	Total Dollar Amount	
Part-Time Job	Wag dog walking part-time while in Washington, DC (\$40/day, 4 days a week)	\$1,280.00	
		TOTAL INCOME:	\$1,280.00
		TOTAL REQUEST (Subtract Total Income from Total Expenses):	\$3,452.79

2020 Wesleyan Summer Grants Budget Sheet - Research Example

Name: Cardinal Junior
 WesID: 123456
 Dates of Summer Experience (mm/dd/yy - mm/dd/yy): 05/28/2020 - 07/30/2020
 Location(s) of Summer Experience: Wesleyan University, Middletown, CT

*Grants are awarded up to \$5,000. If your request exceeds this amount, please complete the additional question on the AcademicWorks application.

EXPENSES			
Living and Personal Expenses	Description of Expense	Source/Resource	Total Dollar Amount
Rent	Wesleyan University summer on-campus housing at \$24/day for a double-occupancy room	https://www.wesleyan.edu/reslife/summer_housing/University_summer_housing.html	\$1,512.00
Household Items (paper towels; cleaning supplies; etc)	I will need 9 weeks worth of toilet paper (\$10.00), paper towels (\$5.49), lysol disinfecting wipes (\$4.69), toothpaste (\$2.49), and laundry detergent (\$6.99)	target.com	\$29.66
Groceries & Meals (List \$ Amount/Week in Explanation eg: \$80/Week)	Grocery shopping at Aldi for snacks (cereal, milk, breakfast bars, fruit, etc.), budgeting for \$10/week and grabbing lunch at the Neon Deli (\$28.95/week), and ordering out for most dinners and weekend lunches, budgeting for \$10/day	www.aldi.us	\$980.55
		1. TOTAL LIVING EXPENSES	\$2,522.21
Travel Expenses	Description of Expense	Source/Resource	Total Dollar Amount
Plane Tickets	One way flight from Hartford to San Fransisco once research opportunity concludes (\$250.00) plus luggage fees (\$30)	www.expedia.com	\$280.00
Other	Uber to Bradley International Airport from Wesleyan University	https://www.uber.com/global/en/airports/hvn/	\$35.00
		2. TOTAL TRAVEL EXPENSES	\$315.00
Program Expenses	Description of Expense	Source/Resource	Total Dollar Amount
		3. TOTAL PROGRAM EXPENSES	\$0.00
Other Expenses (List Any Other Anticipated Expenses)	Description of Expense	Source/Resource	Total Dollar Amount
		4. TOTAL OTHER EXPENSES	\$0.00
Student Contribution	Description of Expense	Source/Resource	Total Dollar Amount
Only students on need-based financial aid will complete this budget line. If you are NOT the recipient of need-based financial aid, this number will be \$0.00	Login to SIMON via WesPortal. Select the current award year and choose awards. This will show your student contribution for 2019-2020. Please list this number in the total dollar amount.		\$2,100.00
		TOTAL EXPENSES (Add 1 - 4 and Student Contribution):	\$4,937.21
INCOME			
Anticipated Income	Explanation	Total Dollar Amount	
Stipend from Opportunity	The 2020 Summer Fellowship stipend covers housing, meal and transportation expenses	\$4,100.00	
		TOTAL INCOME:	\$4,100.00
		TOTAL REQUEST (Subtract Total Income from Total Expenses):	\$837.21