## **Benny's Funding Budget Template**

## Name:

Name.	Location of the event:
Venue and/ or Equipment	List and itemize the costs associated with venue and/or equipment:  1) 2) 3) 4) 5) Total cost:
Speaker/ Entertainment	Name of Speaker, Artist, Presenter:  List and itemize costs associated with bringing the speaker/artist:  Travel: Lodging: Meals: Honorarium: Other: Total Cost:
Refreshments/ Food	List and itemize costs associated with refreshments:  1) 2) 3) 4) 5) Total Cost:
Transportation	Itemize costs associated with travel: 1) 2) 3) 4) 5) Total Cost:

	List and itemize costs associated with
Hotel	hotel:
	1)
	2)
	3)
	4)
	5)
	Total cost:
Other	List and itemize costs not listed above:
	1)
	2)
	3)
	4)
	5)
	Total Cost:

## **Total Cost of Request:**