

Sample Budget and Timeline

Projected/estimated budgets and timelines need to be submitted with your project application. To give you an idea, following is a sample budget and a sample timeline. Upon completion of your project you will turn in the actual budget and timeline with *specific dates* and *times*. It helps to keep track as you progress through your project using the blank budget and timeline provided on the next couple of pages.

NOTE: The time it takes to do the 4B's may be counted toward your final hours.

(Estimated)

BUDGET		
<i>Expenses</i>	<i>Estimated</i>	<i>Actual</i>
Site Rental	\$100	
Workshop Materials	\$50	
Food	\$20	
Flyers/Handouts	\$15	
Total	\$185	
<i>Income</i>	<i>Estimated</i>	<i>Actual</i>
Site Rental Donation	\$100	
Materials Donation	\$50	
Money for food/copies	\$35	
Total	\$135	
<i>Net</i>	<i>Estimated</i>	<i>Actual</i>
	\$0	

Note: Donation of Items – Receipt: If a person wants a receipt for items they are donating, you must ask the organization you are working with to have them write a receipt for you to give to the person donating the item(s). The receipt must come from the group/organization that will benefit from your project – **NOT the Girl Scouts.**

TIMELINE		
<i>When</i>	<i>Hrs</i>	<i>Task</i>
Early April	15	Complete the 4 B's. Met with content expert about potential project feasibility
Mid April		Submit Project
Early May	1	Get Approval; confirm Site; get Hold Harmless Agreement signed by GSTC staff
Mid May	5	Solicit supply donations
Late May	10	Work on project design With project advisor
Early June	6	Create flyers and do advertising
Late June	2	Pick up supplies, make all copies of workshop materials
Early July / mid August	24	Offer workshop: 3 hrs each week for six weeks. Includes set up and clean-up.
	2	Buy and prepare food for last workshop
Late August	1	Write final report
Total Hours	70	

The final project report should reflect actual cost and time spent.