

**Civic House Public Interest Internship Funds  
Budget Template**

**\*\* All items must be completed. Please write N/A if the costs are not applicable. \*\***

Please indicate specific beginning and end dates covered by estimates below: From \_\_\_\_\_ to \_\_\_\_\_

ANTICIPATED MONTHLY EXPENSES (Please calculate figures accordingly)<sup>1</sup>

Rent..... \$ \_\_\_\_\_

Utilities (e.g. electric, gas, water) ..... \$ \_\_\_\_\_

Food ..... \$ \_\_\_\_\_

Local Transportation (e.g. commuting costs) ..... \$ \_\_\_\_\_

**Monthly Expenses (sum of above figures) ..... \$ \_\_\_\_\_**

**Calculated Monthly Expenses (for full summer)<sup>2</sup> ..... \$ \_\_\_\_\_**

ADDITIONAL ONE-TIME EXPENSES

Program Fees (if any)..... \$ \_\_\_\_\_

Transportation To and From Site ..... \$ \_\_\_\_\_

Financial Aid Summer Earnings Requirement (if any)<sup>3</sup> ..... \$ \_\_\_\_\_

Other (please specify)<sup>3</sup> ..... \$ \_\_\_\_\_

**Subtotal Additional One-Time Expenses ..... \$ \_\_\_\_\_**

Subtotal Expenses (Calculated Monthly Expenses + One-Time Expenses) ..... \$ \_\_\_\_\_

ANTICIPATED REVENUES

Compensation from Internship (if any)..... \$ \_\_\_\_\_

Compensation from Other Summer Work (if any) ..... \$ \_\_\_\_\_

Parental Contribution ..... \$ \_\_\_\_\_

Other Grants, Subsidies (please specify) ..... \$ \_\_\_\_\_

**Subtotal Revenues ..... \$ \_\_\_\_\_**

**TOTAL REQUEST (Expenses – Revenues) ..... \$ \_\_\_\_\_**

<sup>1</sup> NOTE: If you are working within daily commuting distance of your permanent home address and requesting funds for rent, please explain why.

<sup>2</sup> e.g. if your monthly expenses are \$500/month and you are working for 3 months, this figure would equal \$500 x 3 months, or \$1,500

<sup>3</sup> If you qualify for financial aid from the University, please include in with your application a Penn in Touch printout of your account for verification.