

**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)¹

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)² \$ _____

ADDITIONAL ONE-TIME EXPENSES

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

Transportation To and From Site \$ _____

Financial Aid Summer Earnings Requirement (if any)³ \$ _____

Other (please specify)³ \$ _____

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) \$ _____

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

² 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

³ 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.