

First Literacy Grant Application: Proposed Budget

Proposed Project Budget

Please note that we may request a financial report from your agency to document project expenses. You must get approval from First Literacy for any budget changes mid-project.

Grant funds may be used for:

- **Staff time:** This includes time beyond existing paid hours to develop new resources and practices to report on project results and to share project findings; we do not fund any full-time employees.
- **Consultant fees** that are crucial to the project.
- **Modest stipends** for students' participation.
- **Educational materials and supplies:** Purchase and trial/implementation of educational materials and supplies integral to the project.
- **The training of teachers and other staff** that are integral to the project (a description of training and its benefits is required in proposal and reporting).
- **Conference costs:** If a conference presentation proposal based on a First Literacy Grant project is accepted, up to \$100 may be used for local (New England) conference costs and up to \$250 may be used for out-of-state conference costs.

Please note: We do not fund any fringe/administrative costs such as printing, copies, telephone, etc.

Organization: _____

Project Title: _____

Expense	Description/Purpose	Cost
Staff time	(Include names, hours, and rates)	
Consultants	(Include names, hours, and rates)	
Student Stipends	(Include # of students, hours, rates, and purpose of stipends)	
Educational Materials and Supplies	(Specify)	

(Specify)		
Training of teachers and/or staff (Specify)	(Specify)	
Conference costs (See description above)	(Specify – indicate your intention)	
TOTAL Budget		