President’s Prize Project Budget Template

The project budget should provide comprehensive information about all expected expenses. Budgets in excess of the prize amount of $50,000 should also include information about additional revenue sources.

Consider your project’s expected expenses across the following suggested categories. Applicants should add categories specific to their project as needed.

**Facilities**
- Space, rental rate, duration of rental

**Equipment**
- Description, quantity, unit cost

**Supplies**
- Type, quantity, unit cost

**Marketing**
- Company, item purchased, quantity

**Staffing**
- Role responsibilities, name of individual(s), pay rate, hours worked

**Travel**
- Activity, destination, airfare, mileage, lodging, parking/ tolls, ground transportation

**Events**
- Activity, location, space rental, catering, supplies

**Other project expenses**
- To be determined based on project scope