

Jacquelyn Miller Endowment Project Line Item Budget

Name of Proposed Project _____

Enter amounts and explain all items. Use a separate sheet if necessary. Data must reflect finances from the time Michigan AEYC approves the grant for the project until the final report is due. No expenses incurred prior to the starting date of the project proposal will be paid by this Michigan AEYC grant. Include all project Income and Expenses. The total project income must equal total project expenses. Round off figures to whole dollars.

Income	Cash
1. Sources of income other than Michigan AEYC	
2. Total other income	
3. JME Grant (Maximum \$1500)	
4. TOTAL PROJECT INCOME (Add lines 2 and 3)	

Expenses	Cash
1. Personnel, contracts, labor	
2. Equipment/Materials	
3. Other	
4. TOTAL PROJECT EXPENSES (Add all lines)	

Income Explanations: Line 1 - List all sources and the amounts of income for this project other than JME Grant money. (Examples: applicant cash, fundraisers, other grants, etc.) Line 2 - Add all amounts under Line 1. Line 3 - List amount of money requested from JME Grant. Line 4 - Add lines 2 and 3.

Expenses Explanations: Line 1 - This includes any labor expenses. Line 2 - This covers all materials and/or equipment needed for the project. List out in the narrative section if more space is needed. Line 3 - Describe any other costs related to the project that don't fit the other categories, such as taxes, shipping, etc. Line 4 - Add all monies.

JME Project Budget Narrative

In this space or on a separate sheet describe in detail any sources of income for this project. Tell us if you have already received any other income for this project or when you will definitely know you are to receive this other income. Under the Expense heading, provide details about the personnel expenses including who it is and what they are doing. Provide a detailed list of the specific materials/equipment needed including cost of each. If appropriate, indicate when the monies will be received and spent. (This may be part of your written proposal under Timeline and Procedures.) In this section also list any donations of services and/or goods, and estimate the value of each.