Winter Term GROUP PROJECT Budget Proposal

Budget must be submitted on this form

Applicant

Mailing address

Project Title

Expenses

<table>
<thead>
<tr>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be entered later and filed with final project report)</td>
<td></td>
</tr>
</tbody>
</table>

- Publicity
- Equipment purchase/rental
  (specify)

- Visiting speakers/director
  - Honorarium
  - Transportation
  - Lodging, food

- Travel expenses (students and director)
  - Travel
  - Housing
  - Food while traveling

- Other services
  (specify)

- Other expenses
  (phone, etc; specify)

Total Projected Expenses:

$ __________

Total Actual Expenses:

$ __________
**Income**

<table>
<thead>
<tr>
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<th>Actual</th>
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- Departmental funds
- Student fee @ $ _______ / ea. = $(projected no. students)
- Student fee @ $ _______ / ea. = $(actual no. students)
- Ticket sales
- Other sources (external grants, etc.)

**Total Projected Income:** $___________

Subtract Projected Income from Expenses: $___________

Amount of WT Grant Requested: $___________

Amount Granted: $___________

**Total Actual Income:** $___________

**Difference to be Refunded:** $___________

**At the end of Winter Term, if Income exceeds Expenses, please refund the difference as follows:**

1. If the grant was credited to an existing account, give the account number and the amount; the Controller will debit the account.

   Account #_____________________________________________________

2. If the grant was in the form of a personal check, enclose your check for the unused portion with this report, payable to Oberlin College.

3. If a special account was set up, nothing need be done; the money in the account will revert.

   **Amount to be returned to Winter Term Committee** $___________

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**NOTE**

Completion of your project requires submission of **ORIGINAL RECEIPTS**

(copies not accepted) to the Winter Term Office, Peters 205.