These samples were taken from actual successful student requests. The first is from an event with a relatively small budget; the second is more complex. Both are presented in a way that is simple and straightforward. Budgets may be submitted as either Excel spreadsheets or Word documents.

*Please bear in mind that the final award amount is often different from the requested amount.*

### Organization of African Students Student Faculty Dinner

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>West African food caterer for a 100 people</td>
<td>$1100</td>
</tr>
<tr>
<td>Drinks for a 100 people including East African tea</td>
<td>$150</td>
</tr>
<tr>
<td>Gift for speaker</td>
<td>$100</td>
</tr>
<tr>
<td>East African food caterer for a 100 people</td>
<td>$250</td>
</tr>
<tr>
<td>Total</td>
<td>$1600</td>
</tr>
</tbody>
</table>

Other Expected Income:

- Cultural Programming Board                                  $1000

**Amount Requested:**

$600
Centennial Hommage to Neruda: A Poetic Pilgrimage  
University of Virginia  
Charlottesville, VA

**Budget**

I. Expenses  
A. Speaker Costs:  
   1. Travel Costs  
      a. Airfare Prof. María Rosa Olivera-Williams  440.39  
      b. Airport parking  18.91  
      c. Meals (covered by the Latin American Studies program and its faculty)  0.00  
   2. Honoraria  
      a. Prof. Gwen Kirkpatrick (Georgetown Univ.)  500.00  
      b. Prof. María Rosa Olivera-Williams (Univ. of Notre Dame)  500.00  
   3. Lodging  
      a. Prof. Gwen Kirkpatrick (2 nights – Colonnade Club)  189.00  
      b. Prof. María Rosa Olivera-Williams (2 nights – Colonnade Club)  189.00  

B. Reception Costs:  
   1. Food and equipment rental  
      a. Mono Loco Restaurant (catered food)  500.00  
      b. Hot Cakes (Non-alcoholic refreshments, table rentals, set-up fee)  256.06  
      c. Server fee  25.00  

C. Location Costs:  
   1. Old Cabell Hall Auditorium (4hrs.)  350.00  
   2. House Managers (2 - required for use)  112.00  
   3. Piano Rental (for musical performance by J. McCutcheon)  180.00  
   4. Change to contract fee (for inclusion of musical performance)  50.00  
   5. Audio Equipment Rental and audio technician services  305.00  

D. Printing and Publicity Costs  
   1. Poster, flyer and program printing (covered by Dept. of Spanish)  0.00  

E. Total  3615.36

II. Contributions Requested  
A. Graduate Student Council, Graduate School of Arts and Science  700.00  
B. Depts of Spanish, Italian and Portuguese & Latin American Studies Program  150.00  
C. Office of the Vice Provost for Research  1000.00  
D. Office of Student Life  500.00  

III. Expenses – Contributions  
-1265.36

IV. Amount Requested of VPSA  1000.00