



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

West African food caterer for a 100 people	\$1100
Drinks for a 100 people including East African tea	\$150
Gift for speaker	\$100
East African food caterer for a 100 people	\$250
Total	\$1600
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
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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