

Applicant Name: [Last, first name #1; Last, first name #2]

Title of work: [Full title of work]

Recommender Name: [Full recommender name and their title]

Summary Table

Last Name_First Name	Mat/Supp	Serv/Out	Travel	Non-Stipend Subtotal	Stipend Subtotal	Total
Last, first name #1	\$0	\$0	\$1716	\$1716	\$80	\$1796
Last, first name #2	\$0	\$0	\$1308	\$1308	\$80	\$1388
Total	\$0	\$0	\$3,024	\$3,024	\$160	\$3,184

Itemized Budget with Justification

Item #	Item Name	Qty.	Cost Per Unit	Cost	Justification
Materials/Supplies					
Materials/Supplies Subtotal				\$0	
Service/Outsourcing					
Service/Outsourcing Subtotal				\$0	
Travel					
1	Roundtrip Airfare HNL-GEG (17 Feb-23 Feb 2025)	2	\$634	\$1268	Airfare needed to get to the presentation venue, this was the lowest price found for the dates we need to travel
2	Lodging at DoubleTree by Hilton Hotel Spokane City Center 2/18-2/23, 2025	6 days	\$110	\$660	This hotel is hosting the conference and offers a discount for participants. The cost is also comparable to others in the area and staying here also allows us to save on transportation expenses.
3	M&IE (17 Feb-23 Feb 2017)	14 days	\$64 per person per day	\$896	Per diem for each day of our stay according to federal guidelines for Spokane, Washington
4	Registration Fee	2	\$100	\$200	Online Early-bird registration fee to KCACTF-Region 7 Website
Travel Subtotal				\$3024	
Non-Stipend Subtotal				\$3024	
Stipend					
5	Stipend	10	\$16	\$160	Stipend to prepare our slides and practice our presentation, including recording ourselves to go over it with our mentor. This presentation is not for credit/course.
Stipend Subtotal				\$160	
Total Funding Requested				\$3184	

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Outside Funding Source

Outside Funding Sources					
Item #	Item Name	Qty	Cost per Unit	Cost	Justification
					None
Outside Funding Source Total				\$0	

[Last, first name #1] Budget

Item #	Item Name	Qty.	Cost Per Unit	Cost	Justification
Materials/Supplies					
Materials/Supplies Subtotal				\$0	
Service/Outsourcing					
Service/Outsourcing Subtotal				\$0	
Travel					
1	Roundtrip Airfare HNL-GEG (17 Feb-23 Feb 2025)	2	\$634	\$1268	Airfare needed to get to the presentation venue, this was the lowest price found for the dates I need to travel
3	M&IE (17 Feb-23 Feb 2025)	7 days	\$64	\$448	Per diem for each day of our stay according to federal guidelines for Spokane, Washington
Travel Subtotal				\$1716	
Stipend					
5	Stipend	5	\$16	\$80	Stipend to prepare our slides and practice our presentation, including recording ourselves to go over it with our mentor. This presentation is not for credit/course.
Total Funding Requested				\$1796	

Stipend table

Date Range	Hours	Cost	Description of Tasks
3/1-3/15	3	\$48	I will prepare professional PowerPoint slides for my presentation. It includes extensive GIFs and other visuals to help engage the audience.
3/20-3/25	2	\$32	I will practice giving my timed presentation at least three times. I plan to record one and share it with my mentor for feedback.
Stipend Subtotal			
3/1-3/25, 2025	5	\$80	Stipend to prepare our slides and practice our presentation, including recording ourselves to go over it with our mentor. This presentation is not for credit/course.

Applicant Name: [Last, first name #1; Last, first name #2]
Title of work: [Full title of work]
Recommender Name: [Full recommender name and their title]

[Last, first name #2] Budget

Item #	Item Name	Qty.	Cost Per Unit	Cost	Justification
Materials/Supplies					
Materials/Supplies Subtotal				\$0	
Service/Outsourcing					
Service/Outsourcing Subtotal				\$0	
Travel					
2	Lodging at DoubleTree by Hilton Hotel Spokane City Center 2/18-2/23	6 days	\$110	\$660	This hotel is hosting the conference and offers a discount for participants. The cost is also comparable to others in the area and staying here also allows us to save on transportation expenses.
3	M&IE (17 Feb-23 Feb 2025)	7 days	\$64	\$448	Per diem for each day of our stay according to federal guidelines for Spokane, Washington
4	Registration Fee	2	\$100	\$200	Online Early-bird registration fee to KCACTF-Region 7 Website
Travel Subtotal				\$1308	
Stipend					
5	Stipend	5	\$16	\$80	Stipend to prepare our slides and practice our presentation, including recording ourselves to go over it with our mentor. This presentation is not for credit/course.
Total Funding Requested				\$1388	

Stipend table

Date Range	Hours	Cost	Description of Tasks
3/1-3/15	3	\$48	I will prepare professional PowerPoint slides for my presentation. It includes extensive GIFs and other visuals to help engage the audience.
3/20-3/25	2	\$32	I will practice giving my timed presentation at least three times. I plan to record one and share it with my mentor for feedback.
Stipend Subtotal			
3/1-3/25, 2025	5	\$80	Stipend to prepare our slides and practice our presentation, including recording ourselves to go over it with our mentor. This presentation is not for credit/course.