

Applicant Name: [Last, first name]
Title of Project: [Full title of project]
Mentor Name: [Full mentor name and their title]

Summary Table

Last Name_First Name	Mat/Supp	Serv/Out	Travel	Non-Stipend Subtotal	Stipend Subtotal	Total
Budget_Sample	\$428	\$799	0	\$1227	\$3700	\$4927

Itemized Budget with Justification

Item #	Item Name	Qty.	Cost/Unit	Cost	Justification
Materials/Supplies					
1	Zebra Disposable Brush Pen	6	\$2.50	\$15	For inking and outlining
2	Copic Marker 72-Piece Sketch Set A	1	\$332	\$332	Professional copic markers used throughout the project
3	Copic Markers 6-Piece Sketch Set, Skin Tones	1	\$29	\$29	Professional copic markers used throughout the project
4	Pentel Pocket Brush Pen	2	\$14	\$28	High quality inking pen for filling in large spaces
5	Deleter Comic Paper – A4 – Plain – 40 Sheets	2	\$12	\$24	High quality paper on which the final project will be completed
Mat/Sup Subtotal				\$428	
Service/Outsourcing					
6	Printing and binding at Professional Image	1	\$799	\$799	I plan to print and bind 100 copies of my book for distribution at the child care center at QLC. I contacted three vendors, Campus Center Printing, Kinko's, and Professional Image for quotes and services and Professional Image offered the best price, which was lower by more than \$100 compared to other vendors.
Serv/Out Subtotal				\$799	
Travel					
Travel Subtotal				\$0	
Non-Stipend Funding Subtotal				\$1227	
Stipend					
7	Stipend	225	\$16	\$3600	It takes me about 10 hours at minimum, to complete a single page, so an ideal one and a half pages a week for fifteen weeks would put my total working hours completely dedicated to completing the project at 225 hours total. This project is independent of any classwork and is not for credit. The stipend would allow me the opportunity to take time off of my job in order to dedicate time to completing this project. This project is not being done in conjunction with any class and therefore I will not be receiving any academic credit.

Applicant Name: [Last, first name]

Title of Project: [Full title of project]

Mentor Name: [Full mentor name and their title]

8	Gift card for teachers	5	20	\$100	Gift cards for the child care center teachers for collaborating with me to distribute the book and read to students. This event is done after regular work hours, so I would like to provide a small compensation for their time.
Stipend Funding Subtotal				\$3700	
Total Funding Requested				\$4927	

Outside Funding Source

Outside Funding Sources					
Item #	Item Name	Qty	Cost per Unit	Cost	Justification
1	Department of English, UH Mānoa	1	\$100	\$100	I am applying a scholarship for this project. If awarded (will find out in July), I will use the funds as extra stipend for time I would spend on distributing the completed product.
Outside Funding Source Total				\$100	

Stipend table

Date Range	Hours	Cost	Description of Tasks
8/20-9/20	30	\$480	Finalize story and initial design
9/20-11/3	165	\$2640	Inking, outlining, coloring
11/3-12/3	30	\$480	Finishing, review, printing
Stipend Subtotal			
8/20-12/3	225	\$3600	While each page requires the order of the process as listed above, I won't be necessarily finishing each page before I move on. This project is independent of any classwork and is not for credit. The stipend would allow me the opportunity to take time off of my job in order to dedicate time to completing this project.