**IOF Application- Projected Budget**

**Please read before completing budget form:** Include an explanation of any and all important financial considerations. Funding will be considered for a period of ten weeks. Additional funding for the internship beyond the ten-week period is the responsibility of the student. (Please see sample budget provided and mimic that.) Please make your budget as complete as possible by filling in all categories that apply and providing an explanation for each. We encourage you to be as cost-efficient as possible in your budgeting. Do not include in your request: social activities, credit card bills, car payments, debt payments, new wardrobe expenses, and in-town moving expenses.

**Employer:**

**Internship Location:**

**Length of Internship (# of weeks):**

**Is the internship paid?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Month 1** | **Month 2** | **Month 3** | **Total Amount** | **Details** |
| Total income from internship employer |  |  |  |  |  |
| Scholarships/Awards |  |  |  |  |  |
| Self/Other income |  |  |  |  |  |
| **Total Income**  |  |  |  |  |  |
| Housing |  |  |  |  |  |
| Utilities |  |  |  |  |  |
| Food |  |  |  |  |  |
| Transportation (to site, i.e. airfare, train, bus, etc.) |  |  |  |  |  |
| Transportation (in town, i.e. metro, bus, etc.) |  |  |  |  |  |
| Additional costs (must explain, if any) |  |  |  |  |  |
| **Total Expenses** |  |  |  |  |  |
| **Total Request from IOF**  |  |  |  |  |  |

**Example Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Month 1** | **Month 2** | **Month 3** | **Total Amount** | **Details** |
| Total income from internship employer | $250.00 | $250.00 | $125.00 | $625.00 | $250.00 monthly stipend |
| Scholarships/Awards | $0.00 | $0.00 | $0.00 | $0.00 |  |
| Self/Other income | $0.00 | $0.00 | $0.00 | $0.00 |  |
| **Total Income**  | $250.00 | $250.00 | $125.00 | $625.00 |  |
| Housing | $700.00 | $700.00 | $350.00 | $1750.00 | 2.5 months rent @ $700/mth |
| Utilities | $125.00 | $125.00 | $62.50 | $312.50 | Estimated electric and water for 10 wks |
| Food | $160.00 | $160.00 | $80.00 | $400.00 | Estimated $40/wk for 10 wks |
| Transportation (to site, i.e. airfare, train, bus, etc.) | $350.00 | $0.00 | $0.00 | $350.00 | Round trip ticket from PIT to SF |
| Transportation (in town, i.e. metro, bus, etc.) | $25.00 | $25.00 | $0.00 | $50.00 | SF metro |
| Additional costs (must explain, if any) | $0.00 | $0.00 | $0.00 | $0.00 |  |
| **Total Expenses**  | $1360.00 | $1010.00 | $492.50 | $2862.50 |  |
| **Total Request from IOF**  |  |  |  | $2237.50 |  |