



Project-Based Learning Activity Budget Worksheet

Developing a budget for each activity is a good practice. Use this spreadsheet to calculate costs for your project-based learning and other program activities. This budget can then help to inform your overall program budget and ensure that your funds are spent appropriately. Take notice of guidance in the notes section of the spreadsheet.

Category	Grant Funded	Other Funding	Funding Source	Notes
Personnel				
Certified Teachers	300.00		21st CCLC grant	Be sure you build in costs to pay staff while in training
Paraprofessionals	100.00		21st CCLC grant	
Youth Staff			21st CCLC grant	
Total Personnel	400.00			
Contractual				
Vendor	1,000.00		Foundation funds	
Field Trip Fees	200.00		Foundation funds	
Total Contractual	1,200.00			
Supplies				
Books, notebooks, guides	100.00		In-kind donations	This should include supplies for the staff training activity and supplies for your culminating
Copies	50.00			
Consummable supplies	50.00			
Refreshments for culminating event				
Space for culminating event				
Total Supplies	200.00			
Total Budget	1,800.00			



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