Name of Institution/Organization

Name of Partner Org (if Applicable)

Expense category	Amount	Explanation
Total	\$0	(maximum amount \$10,000)

Expense category	Amount	Explanation	Example budget	
Partner Organization Staff Time		Design and implementation of event, ~10h at \$25/h for 3 people		
Museum Staff Planning Time		Design and implementation of event, ~10h at \$25/h for 2 people		
Museum Staff Facilitation Time		Event facilitation, ~5h at \$25/h		
External Facilitators		Honorarium for event facilitation, ~5h at \$25/hr for 3 people		
Participant Stipends		Honorarium for participants, \$20 each for 20 people		
Speaker		Honorarium for presentation at the start of the event		
Event Space		Conference room rental for 5h		
Food and Beverages		Lunch and snacks, \$25 per person for 20 people		
Childcare		Childcare for participants, ~5h at \$25/hr for 2 people		
Participant Transportation		Roundtrip bus fare for 20 participants at \$10 each		
Raffle Prizes		2 \$25 gift cards to raffle to participants who complete evaluation survey		
Zoom Webinar Subscription		1-month subscription to Zoom Webinars to hold virtual workshops		
Interpretation Services		One professional interpreter, ~5h at \$25/h		
Paid Advertisements		Purchase online advertising for event recruitment		
Printing		Print supplies for event		
Total	\$0	(maximum amount \$10,000)		







