**Attachment: Social Justice Internship Budget Worksheet**

Directions:

\* Use this document as a guideline for determining your internship budget estimates.

\***Attach this/your budget worksheet to your application.**

Notes:

\*Grant winners must sign an acknowledgement that funds received will be reported to the IRS.

\*For information about health and travel insurance through Carleton, contact the Wellness

Center

Duration (number of weeks): \_\_\_\_\_\_ Dates: from \_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_

**Program Fees**

\*Application Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Program confirmation deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Total Program Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room, Board, and Transportation Costs Room**

**Room**

\*Included in program? yes / no

\*Provided by student $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board**

\*Included in program? yes/no

\*Provided by student $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation**

\*Included in program? yes/no

\*Provided by student (estimate)

\* Local transportation $\_\_\_\_\_\_\_\_\_\_\_\_

\*Round trip airfare from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Expenses**

\*Other expenses (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Lost summer wages (max. of $2,000 or $9.28 per hour) $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated cost of the Internship** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stipend received from organization or other sources to offset costs** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL ESTIMATED COST OF INTERNSHIP** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum amount** **you must receive from SJI to make this internship possible** $\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Please feel free to attach a letter of explanation as to why you need the requested amount**.)