# Panther Community Action Board Community Engagement Mini Grant

**Budget Guidelines**

* The following budget template must be submitted with the Grant Proposal Form on Panther Connect.
* All items listed on the budget sheet is purchased by a CLS staff member and has to be picked up by the individual who submitted the grant proposal. We do not give out cash or reimbursements to students.
* Items listed should be used directly for the service project. We do not grant money for fundraisers, speakers, travel, rentals, purchases requiring contracts, etc.
* We advise that you utilize amazon to look up the items you want to purchase and verify shipping costs, shipping time, and in stock items before adding them to your budget. CLS will use the Amazon Prime Business account to make purchases.
* If you need to purchase items in person from Publix, Walmart, etc. you must set up a date/time with your accountability partner and CLS staff member in advance to accommodate everyone’s schedule.
* All purchases are tax exempt, please confirm that any websites you are using for online orders accept tax exemption.

**Budgets will only be reviewed by the Advisory Board if all of the information below has been accurately completed**

# GCE Budget Template

**Name**:

**Project Name**:

**Total Budget Amount (cannot exceed $500)**:

**Description of how these items relate to your project and who will be utilizing the items**:

**Budget breakdown**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **Price** | **Quantity** | **Total Price** | **Link** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total requested:** | **$500** | | | |