



SAMPLE PROJECT BUDGETS – Please tailor expenses to your specific project

This document is provided to give you an idea of how to structure your project budget, what types of things to include, and examples of how to think through the entire process from beginning to end.

[EVENTS AND EDUCATION PROJECT SAMPLE]

Education Outreach and E-waste Recycling Event

Project Description: Five high school education outreach events exhibiting what e-waste is and why it is important to recycle. Organize a community e-waste collection event in the community between those five schools.

Light rail passes and gas cards to attend 5 school outreach presentations: \$100

Hands on materials for outreach: \$300

Flyers and printing to promote e-waste event: \$200

Table and chair rental for e-waste collection event: \$200

Trifold presentation materials for school events: \$80

Thank you, gift cards for \$25 for 10 volunteers: \$250

Pizza for volunteer celebration party: \$125

Drinks for volunteer celebration party: \$20

Fiscal Agent Fee (not to exceed 10%): \$75

TOTAL: \$1,350

[PHYSICAL PROJECT SAMPLE]

Hydroponics Gardening for Four Assisted Living Facilities

Project Description: Provide one hydroponics bay for four different assisted living facilities to bring fresh food and heat-safe gardening experience to older residents.

Four hydroponics gardens: \$3500

\$100 Gift cards for construction team x 4: \$400

Food for day of construction: \$150

Delivery Fee: \$50

SUBTOTAL: \$4100

Nonprofit oversight (10% of budget total): \$410

TOTAL: \$4510

[DATA COLLECTION PROJECT SAMPLE]

Heat Mitigation Temperature Collection

Project Description: Research project sending 7 teams of 2-3 students each to collect surface temperature in a total of 30 locations across Mesa. Collection days will be twice a month over a three-month period and will include multiple surface types such as turf, shade, asphalt, concrete shaded and unshaded.

MYCAF branded sunhats for 21 participants: \$252

Sunscreen: \$100

7x Infrared Thermometers for Surface Temperature: \$435

Gas cards and light rail passes: \$300

Lunch for group on team collection days for a total of 6 days: \$850

SUBTOTAL: \$1,937

Nonprofit oversight 10% of overall budget: \$193

TOTAL: \$2,130