



Teaching Introductory Courses
Department Grant Budget

Sample Budget Figures

Below are some sample budget figures for a faculty of 7, to help you in writing a department grant proposal:

			totals
Wabash Center Facilitator			
stipend*	\$600 (full day)		\$600
housing	\$100 per night	x 1 night	100
food	\$50 per day	x 1½ days	75
travel**	\$0.585 per mile	x 200 miles	117
Faculty Participants			
stipend	\$50 per day	x 7 participants	350
Hospitality			
break food	\$5 per participant	x 7 participants	35
lunch	\$35 per plate	x 8 (7 participants + 1 facilitator)	280
retreat center	day use rental		150
Resources			
	The Wabash Center will provide each faculty participant a copy of Barbara Walvoord's book, <u>Teaching College Introductory Religion Courses</u> (Blackwell, 2008)	x number of participants	\$ 0
(10% additional for Institutional Overhead is <u>NOT</u> permitted for these grants)***			
GRAND TOTAL			\$1707

* Facilitator's stipend amount is set by the Wabash Center: \$300 for ½ day of on-site work, x 2 if the workshop includes morning and afternoon sessions. These figures include all planning and travel time.

** The mileage rate is set by the Wabash Center. If the distance is too great to drive, a good estimate for roundtrip airfare is \$350.

*** A budget line for institutional overhead is not permitted for his class of grants. A project of this small scope will require very little from the campus in terms of overhead. It is therefore appropriate that all of the funds for this project go for faculty stipends, facilitator stipends, and for the food, drinks, and facility rental for the meeting, etc.