

**Sample Budget for Project: “Equity in the workplace seminar”**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>COSTS</b>	<b>REQUESTED FROM EEF</b>
Administrative support	Take registrations through website, answer inquiries	In-kind (covered by department)	\$0
Graduate student assistant	One graduate student responsible for organizing seminar and reports	\$2,240 (8hrs/week @ \$28/hr x 10 weeks)	\$2,240
Honorarium	Honorarium for student presenters	\$100 2 speakers @ \$50 each	\$100
Student worker - Marketing	Design posters, website, social media	\$375 (\$25/hr x 15)	\$375
Social media marketing support	Social media support from departmental communications	\$250 (\$50/hr x 5) = \$250 In-kind	\$0
Printing of materials	Posters Seminar materials	\$100	\$100
Room booking	Facility rental (Life Sciences Centre Auditorium)	FREE	\$0
Refreshments	Water and juices \$5/person  75 participants + 2 speakers, 5 working committee) = \$410	\$410	\$410
Photography	Student volunteer – donated service	\$50	\$0
Dept grant	One-time project grant (shows a partnership)	\$500 grant	\$0
<b>Total:</b>			<b>\$3225</b>
<b>Total generated through in-kind donations and financial partnerships:</b>			<b>\$1500</b>
<b>Total Amount Requested from EEF:</b>			<b>\$1725</b>