

Office of Rural Health, Wyoming Department of Health
Wyoming Area Health Education Center



EXAMPLE BUDGET/BUDGET NARRATIVE

Our budget appears to be less than the allowable amount because of the generosity of the agencies involved and the in-kind contributions. As required, we are requesting reimbursement for the morning and afternoon snack and noon. We plan to use the two mini-buses for transportation and will give the drivers a stipend plus pay for the gas. The coordinator will be given the allowable amount for planning, coordinating, supervising, and travel. Supplies would include gloves, blood pressure & thermometer supplies, glucose testing supplies, disability supplies such as blindfolds, tape, liquid thickener, etc. as well as miscellaneous supplies that the speakers might request. Other expenses would be student folders, copies, postage, and advertising. Total budget request is \$1,925.00.

In-kind contributions would include the ambulance, all career speakers time, and the rooms used at the hospital, nursing home, clinic, and school. The bulk of the supplies including sample X-rays, lab slides, emergency supplies with the ambulance, canes, walkers, wheelchairs, and needle-less syringes will be provided. The chamber and school newsletters as well as the newspaper and radio will do some publicity for us. A conservative in-kind figure is \$1,300.

EXPENSES	COST	IN-KIND CONTRIBUTIONS
Transportation		
Driver Stipends (\$100 x 2)	\$200.00	
Fuel	\$50.00	
Ambulance		\$100.00
Food for Students and Helpers		
AM snacks (\$3 x 32)	\$96.00	
Lunch (\$6 x 32)	\$192.00	
PM snacks (\$3 x 32)	\$96.00	
Site Coordinator		
Plan, coordinate, travel, supervision	\$500.00	
Supplies/Program Expenses		
Gloves	\$25.00	
Glucose Testing	\$100.00	
Lab Slides		\$100.00
Blood Pressure Kits and Thermometers	\$100.00	\$300.00
Career Speakers (\$25 x 20)		\$500.00
Radiology/X-Ray Supplies		\$100.00
Disability Equipment	\$100.00	\$100.00
Miscellaneous Supplies	\$200.00	
Communications		
Student Folders (\$2 x 28)	\$56.00	
Postage	\$60.00	
Copies	\$50.00	
Newspaper and Radio	\$100.00	\$100.00
Subtotal	\$1,925.00	\$1,300.00
Total		\$3,225.00

*NOTE: These numbers are samples only. Please research to identify cost of items for your specific program.