

# Hawkeye Experience Grant Budget Worksheet

## Budget Worksheet Instructions:

- Download and save this document
  - Click: File → Save As → save as a PDF labeled “first and last name-budget” (for e.g., “JaneSmith-budget.PDF”).
  - Works best if opened with Adobe Acrobat, which is available on all campus computers and can be downloaded for free [here](#). If you need assistance accessing this document, please contact the [ITS Help Desk](#).
- You will upload this file during the online application process. Remember to save your changes!
- Use this form to estimate your budget expenses
  - The fillable PDF version will automatically calculate totals for each section as you enter values to determine your estimated budget need below.
  - Since your budget need may differ from your final request, you will need to enter a value for “Total Funding Requested.”

## Calculating Your Budget:

- Remember, **only expenses incurred during the duration of your experience are eligible** to be included.
  - If you plan to request coverage for housing costs but your experience will begin or end midway through a month, for example, you will need to pro-rate your expense request accordingly.
  - Expenses not directly related to your experience (e.g., cell phone, insurance, recreation) are NOT covered through this funding.
  - See category notes and instructions below for additional information.
- **Transportation:** Only costs directly associated with participating in your experience may be included.
  - If you will be requesting transportation expenses that may be incurred monthly (e.g. bus pass), please use the formula for converting to a weekly value shown below.
  - If you will be requesting gas mileage reimbursement, use the following formula to calculate your estimated fuel costs:
    - $\text{Daily roundtrip distance to and from experience site in miles} \times \text{Number of days per week worked} \times \text{Number of weeks for experience} = \text{Total distance traveled in miles}$
    - $\text{Total distance} \div \text{Average miles per gallon (mpg) of vehicle} = \text{Total number of gallons}$
    - $\text{Total number of gallons} \times \text{Current fuel cost per gallon} = \text{Total estimated fuel cost}$
  - To find your vehicle’s estimated fuel economy (mpg), visit: <https://www.fueleconomy.gov/feg/bymodel/bymakemodelInf.shtml>
  - To reference current local gas prices, see: <https://gasprices.aaa.com/>
- **Housing:** For rent and/or other expenses that are paid monthly, you will need to calculate the prorated amount to determine the amount for each week of your experience.
  - To determine the weekly amount for rent, use the following formula:
    - $\text{Monthly rent} \div 4.25 = \text{weekly rent rate}$
    - $\text{Weekly rent rate} \times \text{Number of weeks of experience} = \text{total rent estimate}$
  - If you will be requesting coverage for other monthly expenses, like utilities, use the same formula to determine your estimate
  - You may document extra housing if you are unable to get out of a housing contract/lease, but the Hawkeye Experience Grant will only cover the cost of housing at your experience.

If you have any questions or difficulty calculating your budget, please contact the HEG Coordinator.

### **Applicant Information:**

Name:	
Student ID#:	
Major(s):	

### **Experience Information:**

Organization/Agency Name:		
Duration of Experience:	# of weeks:	# hours per week:
This experience is:	Paid/Underpaid	Unpaid

### **Section A: Transportation**

Transportation Costs	Explanation and Details	\$
Airfare (moving from home to city of experience, if required)		
Daily Commuter Transportation (bus, train, subway, gas/mileage)		
Parking/Tolls		
Other (explain)		
<b>Total Transportation Cost</b> (Line 1 + Line 2 + Line 3 + Line 4)	-----	

Note: Plan for relocation to the experience and return trip (home/university); daily transportation to/from site via bus, metro, train; do not include vehicle or bicycle purchase or monthly vehicle payments. Mileage instructions at top.

### **Section B: Housing**

Housing Costs – if NOT living at home	Explanation and Details	\$
Rate/Rent – at experience site (number of weeks x cost per week)		
Utilities – at experience site (number of weeks x cost per week)		
Rate/Rent -I.C. Area (only for students not able to sub-let) (number of weeks x cost per week)		
Utilities – I.C. Area (only for students not able to sub-let) (number of weeks x cost per week)		
<b>Total Housing Cost</b> (Line 1 + Line 2 + Line 3 + Line 4)	-----	

Note: Only include costs associated with moving to another city more than 1 hour from your permanent residence; Gas, electric, water, sewer, trash (and internet, if experience is remote) will be considered; Do NOT include cable, phone. If you will be paying for housing twice, you may include both, but the Hawkeye Experience Grant will only support one.

Participants are encouraged to research living options via online resources, your network connections, and/or local universities/colleges. Participants are encouraged to discuss sub-let options if they have a lease here in Iowa City.

Only include expenses for the duration of your experience. Please see instructions at top for sample formula.

### **Section C: Food**

<b>Food Costs</b>	<b>Explanation and Details</b>	<b>\$</b>
Estimated grocery budget (number of weeks x cost per week; average is \$60 - \$100 per week)		

Note: Will not cover food purchased at restaurants/eateries unless evidence is provided on lack of grocery store & storage/cooking facilities.

### **Section D: Other**

<b>Other Costs</b>	<b>Explanation and Details</b>	<b>\$</b>
Basic technology or supplies required for experience, which site will not cover*		
Program fees		
Tuition for course required for experience, if applicable		
1 pant/dress suit or other professional outfit suitable for your field, if needed		
Other (explain)		
<b>Total Other Costs</b> (Line 1 + Line 2 + Line 3 + Line 4 + Line 5)	-----	

Note: \*Only include necessary supplies that are required to participate in the experience. Explain why you will need these materials and why they are not covered by your employer/program.

### **Section E: Anticipated Financial Resources**

<b>Resources/Contributions</b>	<b>Explanation and Details</b>	<b>\$</b>
Wage, stipend, or funding from experience (please note source and amount)		
Grants/scholarships awarded from UI or other org		
Personal/family savings or contributions		
Part-time job/outside income		
Other		
<b>Total Anticipated Financial Resources/Contributions</b> (Line 1 + Line 2 + Line 3 + Line 4 + Line 5 + Line 6)	-----	

Note: Include all funding you have/will receive.

## **Your Funding Award Request:**

Calculate how much funding is required (A+B+C+D-E).

Section A Total	\$
Section B Total	+ \$
Section C Total	+ \$
Section D Total	+ \$
Section E Total (subtract)	- \$
Total Budget Need*	= \$
<b>Total Funding Requested**</b>	<b>= \$</b>

\*Do not estimate or round your total need.

\*\*No more than \$4,000 can be granted through the Hawkeye Experience Grant

## **Additional Questions:**

### **1. If not awarded a Hawkeye Experience Grant, what are your plans?**

### **2. If you have applied for any additional funding from other sources to help offset the cost of this experience, please list the name of the scholarship/fund and amount you will or have applied for.**

If your anticipated financial resources change during the grant application and review period, you must update your information with the HEG grant coordinator.

### **3. If you have a deficit between anticipated expenses and funding from the grant, how will you bridge the financial gap?**

#### Provide Explanation and Details:

*e.g., As my experience does not start until June 11, I will be living at home at the conclusion of the semester and working a temp, full-time job. I will be able to secure enough funds to cover the estimated financial gap of \$2000 through this job.*



Remember, please save this form as a PDF labeled "first and last name-budget" (e.g., "JaneSmith-budget") to upload during the online application process.



If any of your information changes during the application process, notify the HEG Coordinator as soon as possible to update your application.