

## Barbara King Scholarship: Budgets and Scheduling

Once you have your idea in place you will need to produce a schedule and a budget. The schedule should outline the major tasks to be completed in a timeline format. The budget should include all expenses required to complete the project. Optional tasks and budget items should be clearly identified. These items could later be dropped from the project if budget or time constraints require.

While it might be tempting to just jump in and write up a budget, it is often beneficial to write both the budget and schedule at the same time when preparing your draft proposal. Both should then be reformatted for the final submission.

The example on the back page demonstrates this process for a research project that documents the landscape design of North American villages above the 65<sup>th</sup> parallel. The budget below is typical of what would be expected in the final scholarship submission.

### Budget

\$1100	Travel - Local and Regional
\$250	Travel (Optional North Central Village Visit)
\$180	Lodging (3 nights)
\$240	Food (12 days)
\$300	Backpack and Sleeping Bag (6-9 nights)
\$150	Review Materials, Postage, and Phone
\$675	Video Camera & Film for SLR
\$220	External Quantum Firewire Drive for Video Storage
\$60	Presentation Materials
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\$3,175	Total

### **March**

Begin literature review (\$150 for Maps, Books and Telephone Calls)  
Make contact with experts on this topic

### **April**

Identify villages to visit  
Prepare travel plans  
Continue literature review

### **May**

Establish criteria for landscape comparison and evaluation  
Prepare for travel and gather supplies  
    Backpack \$200  
    Sleeping Bag \$100  
Purchase Video Camera \$600  
Film \$75

### **June**

Travel to Northern Alaska (Chicago – Fairbanks)  
    Airline ticket \$600  
    Two nights at hotel in Fairbanks \$60  
Visit “Museum of North American Man” in Fairbanks \$15

Travel to villages in NW Alaska

    Local transportation to villages \$250  
    Lodging (make arrangements to try and find local free lodging)  
    Visit 2 – 3 villages  
        Document the landscape through video  
        Interview community leaders

Travel to villages in NC Alaska (optional)

    Local transportation to villages \$250  
    Lodging (make arrangements to try and find local free lodging)  
    Visit 2 – 3 villages  
        Document the landscape through video  
        Interview community leaders

Travel to villages in NE Alaska (optional)

    Local transportation to villages \$250  
    Lodging (make arrangements to try and find local free lodging)  
    Visit 2 – 3 villages  
        Document the landscape through video  
        Interview community leaders

Return to Fairbanks

One night lodging at hotel in Fairbanks \$60  
Travel to Chicago

### **July**

Develop Film \$200  
Prepare draft report  
Begin working on video documentary of the trip (College Labs)  
    Purchase external storage device for video \$220

### **August**

Finalize report and video  
    Report Printing \$30  
    DVD Media \$30

### **September**

Present report and video to faculty and students.