# Civic House Public Interest Internship Funds

# Application – Part 2: Budget Template

*NOTE: Please submit this portion of your application under the “Additional Documents” section on PennLink.*

**Name:**

**School/Year/Major (i.e. SAS ’15, URBS):**

**Organization Name & Location:**

**Please indicate specific beginning and end dates covered by estimates below**: From to

**\*\* All items must be completed. Please write N/A if the costs are not applicable. \*\***

## ANTICIPATED MONTHLY EXPENSES (Please calculate figures accordingly)

Rent[[1]](#footnote-1) $

Utilities (e.g. electric, gas, water) $

Food $

Local Transportation (e.g. commuting costs) $

**Monthly Expenses (sum of above figures)** $

**Calculated Monthly Expenses (for full summer)[[2]](#footnote-2)** $

ADDITIONAL ONE-TIME EXPENSES

Program Fees (if any) $

Transportation To and From Site $

Financial Aid Summer Earnings Requirement (if any)[[3]](#footnote-3) $

Other (please specify) $

# Subtotal Additional One-Time Expenses $

Total Expenses (Calculated Monthly Expenses + One-Time Expenses) $

## ANTICIPATED REVENUES

Compensation from Internship (if any) $

Compensation from Other Summer Work (if any) $

Parental Contribution $

Other Grants, Subsidies (please specify below) $

# Subtotal Revenues $

# TOTAL REQUEST (Expenses – Revenues) $

1. NOTE: If you are working within daily commuting distance of your permanent home address and requesting funds for rent, please explain why. [↑](#footnote-ref-1)
2. e.g. if your monthly expenses are $500/month and you are working for 3 months, this figure would equal $500 x 3 months, or $1,500 plus any program fees [↑](#footnote-ref-2)
3. If you qualify for financial aid from the University, please include in with your application a Penn in Touch printout of your account for verification. [↑](#footnote-ref-3)