



SAMPLE OF PROPERLY SUBMITTED BUDGET

NAME OF CHURCH First Baptist Church

(C) Program Budget

Please provide a budget for proposed LTN activities, not to exceed \$500 for the 8-week session.

ESTIMATED ATTENDANCE: 10 PEOPLE PER SESSION

Supplies (notepads, pens, highlighters, etc.)	\$ 50
Venue Fee (YWCA: \$20/wk for 8 wks)	\$ 160
Food/Beverages (\$10/wk for 8 wks)	\$ 80
Transportation	\$ 80
Inspirational items (bookmarks, etc)	\$ 50
	\$
	\$
	\$
TOTAL AMOUNT REQUESTED	\$ 420

APPROVALS

LTN LIAISON'S SIGNATURE Mary Crawford DATE 3/26/07

PASTOR'S SIGNATURE Rev. Marshall Davis DATE 3/26/07

PLEASE NOTE: Funds cannot be used to pay salaries of church staff, stipends for persons attending classes, church volunteers, equipment purchases, or church expenses (i.e. rent, electricity bill, etc.).
Receipts for purchases must be provided for all expenditures and reimbursement will not be made without submission of all completed evaluation documents. All expenditures must be justified as part of the Love Thy Neighbor smoking cessation and outreach program.



SAMPLE OF A BUDGET NOT PROPERLY SUBMITTED

NAME OF CHURCH *information missing!*

(C) Program Budget

Please provide a budget for proposed LTN activities, not to exceed \$500 for the 8-week session.

ESTIMATED ATTENDANCE: _____ PEOPLE PER SESSION *information missing!*

Materials	\$ 50	<i>what types of materials? be more specific!</i>
Rent	\$ 150	<i>LTN grant will not pay for church expenses</i>
Honorarium	\$ 100	<i>for how many guest speakers?</i>
Gift Certificates to the Mall	\$ 150	<i>LTN grant will not pay for gifts</i>
Pay for Class Facilitator	\$ 50	<i>LTN grant will not pay facilitators</i>
.....	\$	
.....	\$	
.....	\$	
TOTAL AMOUNT REQUESTED	\$ 500	

APPROVALS

LTN LIAISON'S SIGNATURE *Mary Crawford* DATE 3/26/07

PASTOR'S SIGNATURE DATE *pastor's signature
is required!*

PLEASE NOTE: Funds cannot be used to pay salaries of church staff, stipends for persons attending classes, church volunteers, equipment purchases, or church expenses (i.e. rent, electricity bill, etc.).
Receipts for purchases must be provided for all expenditures and reimbursement will not be made without submission of all completed evaluation documents. All expenditures must be justified as part of the Love Thy Neighbor smoking cessation and outreach program.