



**Honors College Summer Enrichment Program
Budget Proposal Form - Internship/Research/Creative Activity**

This form should be used by students requesting funding in support of summer experiences like internships, faculty-led research projects, or creative activities.

Complete this form to estimate the overall cost of your summer experience, even those costs that cannot be covered by a summer enrichment award.

Then determine how much funding support you are requesting from the Honors Summer Enrichment Program. This amount should not exceed your total eligible costs, and the maximum you can request is \$4000.

Eligible Costs

Honors Summer Enrichment funding can be used to cover costs associated with housing, travel to study abroad or internship sites, food, and other essential living expenses.

A. Estimate Any Housing Costs: _____

Where do you plan to live for the duration of your summer experience? How much will it cost to do so? Summer enrichment funds can only be used to cover housing costs during the timeframe that your summer experience is taking place. So if, for example, your internship only lasts through July but you're planning to sub-lease an apartment through August, please not as much below.

B. Estimate Any Travel Costs: _____

Will you need to travel from Charleston or your hometown to get to where your summer experience takes place? Will you have daily commuting and/or parking expenses? If you're estimating something like gas mileage, support your calculations with links to any sources you use to estimate your costs.

C. Estimate Your Food Costs: _____

How much will it cost you to eat for the duration of your summer experience? How many meals will you prepare at home, and how often will you eat out? If you'll be living somewhere other than Charleston, consider using a cost-of-living calculator like [Numbeo](#) to adjust your costs based off what you're currently spending for food each week. If necessary, support your calculations with links to any sources you use to estimate your costs.

D. Estimate Any Basic Living Expenses: _____

Are there any other *essential* costs you need to account for that are directly associated with your summer experience? This includes things you reasonably need to succeed during your summer experience like laundry or personal care products, *not* money for personal or social expenses. If necessary, support your calculations with links to any sources you use to estimate your costs.

Ineligible Costs

Honors Summer Enrichment funding cannot be used to cover tuition for course work, research materials, other physical items purchased for your trip (e.g. scuba gear), or stipends for work performed.

E. Estimate Any Tuition: _____

Is there any tuition associated with your summer experience? If necessary, support your calculations with links to any sources you use to estimate your costs.

F. Estimate Any Books/Supplies/Physical Materials: _____

Are there any books, research supplies, or other materials required for your program? If necessary, support your calculations with links to any sources you use to estimate your costs.

G. Estimate Any Other Ineligible Costs: _____

Any other expected costs not accounted for elsewhere? If necessary, support your calculations with links to any sources you use to estimate your costs.

Estimated Budget

Populate the budget below with the amounts you calculated above. Add everything up to determine your total estimated cost, then enter the amount of funding you're requesting from the Honors College.

BUDGET CATEGORY	AMOUNT
A. Travel Costs	
B. Housing Costs	
C. Food Costs	
D. Basic Living Costs	
E. Total Eligible Costs (Add lines A through D)	
F. Tuition Costs	
G. Books/Supplies/Materials	
H. Other Ineligible Costs	
I. Total Ineligible Costs (Add lines F through H)	
J. Total Costs (Add lines E and I)	
K. Amount of support you are requesting from the Honors Summer Enrichment Program*	

* This amount should not exceed your total eligible costs, and the maximum you can request is \$4000.