Girl Scout Silver Award -- Budget Template
Davis Service Unit - Award Grants

Please list all expenses for your project and how you will meet those costs in the attached worksheet. Using your project plan as a guide, ensure that for each element you note corresponding income or expense in the table below. Modify the template as you need to fit your project; the headings below are only a guide. In keeping with the Girl Scout Law of using resources wisely, materials for your project should be sourced as much as possible from donations or reused items, rather than purchasing new.

The Davis Service Unit Award Grants are unique to our Service Unit and are funded by your fellow troops in Davis. The grants help ensure that Girl Scouts in Davis have resources to be successful with their awards, provide working capital for girls who may be unable to fund the start-up costs of their project and fill a gap for girls whose fund-raising won't meet expenses of their award. We hope that the majority of funds come from other sources.

Donations: For expensed items that will be donations, describe the item, estimate the value, and note it under "Expense." Then, under "Income," note it part of your income. This way the donations will be accounted for in your overall budget. Donations will be used by the beneficiary of your award project, not by Girl Scouts. So the GSHCC's Tax ID number can't be used by donor. If your donors request recognition for tax purposes, ask for a Tax ID number and donation letter from the organization that is the beneficiary of your award project.

Expenses: Verify expenses as much as possible. For instance, if you require patches, confirm cost of the specific patch you want to buy, including postage and tax. Some projects may require additional page of detail. For instance, if you will be making recipes, add a page listing each food, amount, and current prices or reasonable range of prices based on your research at a grocery store. Save your receipts. You will be expected to subject a final budget analysis of how much was collected and what was spent as part of your final report.

I have reviewed this Girl Scout Silver Award Budget and confirm the accuracy of the budget and request for grants from the Davis Service Unit, aware of the fact that Silver Awards are eligible for up to $50 and Gold Awards are eligible for up to $100.

_____   _____
Troop/Project Advisor's Signature   Date

_____   _____
Applicant's Signature   Date

Silver Award Budget Template
(modify as necessary)

	Materials	Purchased/Donated (for donations, describe and identify source)	Estimated Amount	Actual Amount
Expenses	Transportation (gas, parking)			
	Copying, Laminating			
	Postage			
	Office Supplies (paper, pens)			
	Site (rental/feeds)			
	Equipment			
	First Aid Supplies			
	Badges / Patches / T-shirts			
	Food and Beverages			
	Housekeeping / cleanup supplies (events)			
	Honoraria (lifeguards, performs, etc. – event)			
	Thank you cards sent for donations and advisors			
	Other (please list):			
	Attach additional detail if necessary			
		Total Expenses		

	Income: Money-earning Projects	Project Description Where and when? What will you need? Did you get GSHCC approval?	Estimated Amount	Actual Amount
Income	Individual project			
	Troop projects			
	Individual fundraising			
	Allocated Troop Funds			
	Registration Fees (events only)			
	Income: Donations	**Donation Description** (for donations, describe and identify source)		
		Income		
		Requested Davis Service Unit Grant		
		Total Income		

Total Expenses: _____
Total Income: _____
(The above numbers should be equal)