



## PROPOSED BUDGET PLANNING GUIDELINES

Use the following guidelines to complete the *Proposed Budget for Internship Funding* form for your application. Internship funding is competitive and not guaranteed, so be sure to have a back-up plan should you not be selected for funding. Please do your research of actual costs for your budget because you will not receive additional funding beyond your requested amount. For your reference, the average stipend for Summer 2013 internship funding was \$2,929.

### Keep in Mind when Creating Your Proposed Budget

#### Rent

- Research living options via online resources, local newspaper publications, networking connections, local universities/colleges, etc. Visit the housing resources on the [CLS Internships webpage](#)
- Includes rent payment only
- Does not include security deposits

#### Food/Meals

- Generally budgeted at \$60-\$90/week
- Varies by home stay and location

#### Transportation

- Relocation to the internship site and return to Grinnell
- Transportation to and from site while interning (e.g. bus, metro, train)
- Fuel costs and internship site parking
- Does not include the purchase of a bike or vehicle

#### Utilities

- Gas, electric, water, sewer, trash collection
- Does not include: phone, cable, internet, etc.

### Items NOT Approved for Funding

You may need to factor in the following items into your overall personal budget planning for the summer; however, they are **not** allowable expenses for a Grinnell College summer internship funding.

1. Personal items – Clothes, shoes, health and beauty items, medications, and other personal purchases, etc.
2. Household items – Supplies, bedding, furniture, pots and pans, dishes, etc.
3. Entertainment – Activities, event fees, tickets, etc.
4. Fees – Gym fees, club memberships, program fees, etc.
5. Services – Cable, internet, phone service, etc.
6. Maintenance – Auto repairs, residential repairs, other services, etc.
7. Physical items – Tangible, physical products: bikes, vehicles, GPS systems, briefcases, tools, etc.

### Samples of Proposed Budgets for Internship Funding

<b>10 week internship - DC</b> Round Trip Airfare            475 Metro Fares                        100 Meals \$70/week x 10            700 Housing at American U <u>2500</u> <b style="text-align: right;">\$3775</b>	<b>10 week internship - Bangalore</b> Round Trip Airfare            1500 Housing (home stay)            0 Meals (home stay)                0 Transportation and Parking <u>500</u> <b style="text-align: right;">\$2,000</b>	<b>10 week internship - Chicago</b> Round Trip Drive                100 Parking                                75 Meals \$60/week x 10            600 Housing at University Village <u>2250</u> <b style="text-align: right;">\$3,025</b>
<b>8 week internship - Minneapolis</b> Round Trip Drive                100 Housing (home stay)            0 Meals (home stay)                0 Travel and Parking <u>400</u> <b style="text-align: right;">\$500</b>	<b>8 week internship - New York</b> Round Trip Airfare            380 Transit Costs                        140 Meals \$80/week x 8            640 Housing via NYCintern.org <u>3500</u> <b style="text-align: right;">\$4,660</b>	<b>10 week internship - San Francisco</b> Round Trip Airfare            300 Transportation                    100 Meals \$60/week x 10            600 Housing <u>3000</u> <b style="text-align: right;">\$4,000</b>

**College funding is not intended to be a salary or wage and does not compensate for lost earnings.**

Any questions regarding internship budget planning and approval should be referred to the Center for Careers, Life, and Service.