## INSTRUCTIONS:
Please use the columns below to detail your total project budget. Please indicate how the project's cash expenses will be divided between partners, and identify goods and services donated by in kind (non-cash) sources. Categories and descriptions may be modified to fit the needs of your proposed project, but please make sure you do not alter the provided formulas. We also ask that you include details in the column labeled "Notes" to explain how each line item was calculated (incl. # of travelers, # and dates of trips, basis for per diem calculations and wage/fee allocations, etc.). NOTE: Exchange grant funds may not be used for international activities.

### PERSONNEL EXPENSES:
- **Salaries/Wages/Payroll Taxes**
  - Lead Applicant: $2,000
  - Partner: $1,700
  - 2nd Partner (if applicable): $3,700
- **Fees/Royalties/Honorariums**
  - Lead Applicant: $0
  - Partner: $500
  - 2nd Partner (if applicable): $500
- **Other Personnel Exp. (please specify)**
  - Lead Applicant: $700
  - Partner: $700

### NON-PERSONNEL EXPENSES:
- **Travel:**
  - **Travel/Transportation**
    - Lead Applicant: $500
    - Partner: $500
  - **Housing/Accommodations**
    - Lead Applicant: $1,480
    - Partner: $1,480
  - **Per Diems**
    - Lead Applicant: $560
    - Partner: $560
  - **Inter-City/Ground Transport**
    - Lead Applicant: $110
    - Partner: $110
- **Other Travel Exp. (please specify)**
  - Lead Applicant: $0
  - Partner: $400

### Exchange Project Activities:
- **Space Rental (for exchange activities)**
  - Lead Applicant: $0
  - Partner: $3,000
- **Equipment/Supplies/Materials**
  - Lead Applicant: $460
  - Partner: $240
  - 2nd Partner (if applicable): $700
- **Printing/Copying**
  - Lead Applicant: $0
  - Partner: $150
- **Postage/Shipping/Delivery**
  - Lead Applicant: $0
- **Other Project-Related Exp. (please specify)**
  - Lead Applicant: $0

### Engagement Activities & Documentation:
- **Space Rental (for engagement activities)**
  - Lead Applicant: $0
  - Partner: $1,200
- **Supplies/Materials**
  - Lead Applicant: $250
  - Partner: $250
- **Marketing Expenses**
  - Lead Applicant: $0
- **Other Engag./Docum. Exp. (please specify)**
  - Lead Applicant: $0
  - 2nd Partner (if applicable): $3,500

### CASH EXPENSES:
- **SUPPORTED BY NET/TEN GRANT**
  - Lead Applicant: $5,000
  - Partner: $3,000
  - 2nd Partner (if applicable): $0
- **SUPPORTED BY OTHER CASH SOURCES**
  - Lead Applicant: $8,000
  - Partner: $3,650
  - 2nd Partner (if applicable): $900
- **NON-CASH EXPENSES: IN KIND**
  - Lead Applicant: $4,550
  - Partner: $4,700

### TOTAL PROJECT EXPENSES:
$17,250
INCOME:

INSTRUCTIONS: Project income must equal project expenses. Exchange Grants require a 1:1 cash match, with cash up to $3,000 (if applicable) being matched with in-kind sources. Projects with budgets up to $6,000 may use in-kind sources entirely for the match (i.e. you can request a $3,000 grant and must show $3,000 of in-kind support). For projects with budgets greater than $6,000, at least half of the match must be in cash (i.e. for a $8,000 project, you can request a $4k grant and must show a match of $4k - at least $2k in cash and $2k of in-kind support). Any partner in the Exchange may provide the match, not just the applicant. Additional information about matching can be found in the FAQ portion of the website. Applicants must notify NET of any changes to matching funds.

<table>
<thead>
<tr>
<th>CASH INCOME: NET/TEN GRANT</th>
<th>CASH INCOME: OTHER SOURCES</th>
<th>NON-CASH INCOME: IN KIND</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead Applicant</strong></td>
<td><strong>Partner</strong></td>
<td><strong>2nd Partner (if applicable)</strong></td>
<td><strong>3rd Partner (if applicable)</strong></td>
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<tr>
<td>NET/TEN Exchange Grant Request</td>
<td>$5,000</td>
<td>$3,000</td>
<td>$8,000</td>
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<tr>
<td>Community Foundation</td>
<td></td>
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<tr>
<td>Tic Tac Toe Collective</td>
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<td>$900</td>
<td>$900</td>
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<tr>
<td>Paper, Rock, Scissor Ensemble</td>
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<td>$150</td>
<td>$150</td>
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<tr>
<td>Local Veteran’s Hall</td>
<td></td>
<td>$0</td>
<td>$3,000</td>
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<tr>
<td>Local School</td>
<td></td>
<td>$0</td>
<td>$1,200</td>
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<td></td>
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<td>$0</td>
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</tr>
<tr>
<td>Total</td>
<td><strong>$5,000</strong></td>
<td><strong>$3,000</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

CASH INCOME (NET/TEN GRANT REQUEST): **$8,000**
+ MATCHING FUNDS - CASH INCOME (OTHER SOURCES): **$4,550**
+ MATCHING FUNDS - NON-CASH INCOME (IN KIND): **$4,700**
= TOTAL PROJECT INCOME: **$17,250**