

FUNDING FOR SUMMER EXPERIENCES 2019
SAMPLE BUDGET

Instructions: Use the information below (and on the sample budget sheets that follow) as a guide when you create your budget and statement of financial need. Funding is designed to offset expenses related to summer experiences and not completely alleviate all costs. Allowable expenses include travel, transportation, housing, utilities and food. The funding cannot be used for expenses beyond the summer unless the student receives an award from the Dr. Martin Luther King, Jr. Internship Fund or the Susan L. Phillips '76 Social Justice Internship Fund. *(Please only list summer expenses on the budget; the committee uses a standard calculation to estimate typical fall expenses.)* The budget should provide an honest, thorough and well-thought-out account of researched projected expenses. In no circumstance will a student be awarded more than \$5,000.

To maximize your chances of finding lower-cost housing, please read Tips for Housing at <https://www.oberlin.edu/career/set/internship-housing>. Food costs in high cost areas may be up to \$85/week, and in lower or moderate cost areas may be up to \$65/week. For travel expenses, please cite your source(s) for airfare, train fare, or bus fare. For commuting on public transit, determine whether pay per ride or weekly/monthly passes is most economical. For internship-related use of a personal vehicle, use the 2019 IRS reimbursement rate of \$0.58/mile.

We encourage you to discuss your proposed budget with the Summer Funding Coordinator or a Peer Advisor **before** submitting your application. (Come to drop-in hours, Monday through Friday, 3:00-5:00 pm in the Career Development Center, or schedule an appointment by calling (440) 775-8140.)

STATEMENT OF FINANCIAL NEED

The statement should reflect how you determined your expenses, ways (if any) you or someone else will contribute to your expenses and why this funding is integral to completing your summer experience. For ease of reading, please type this statement in a text box at the bottom of your budget worksheet.

Summer 2018 Proposed Budget: Boston sample			
PROJECTED INCOME			
Personal savings	\$200.00		
Family contribution	\$200.00		
TOTAL PROJECTED INCOME	\$400.00		
PROJECTED EXPENSES			
Flight from Rochester to Boston	\$280.00		
Google flights (American Airlines) quoted 3/31/18			
Rent (Sublet in Boston)	\$1,800.00		
\$900 per month x 2 months			
Food	\$750.00		
\$75 per week for groceries x 10 weeks			
Monthly CharlieCard	\$169.00		
\$84.50 x 2 months			
TOTAL PROJECTED EXPENSES	\$2,999.00		
AMOUNT OF NEED	\$2,599.00		
STATEMENT OF FINANCIAL NEED			

My estimated budget for the summer of 2018 is \$2,999.00. I request \$2,599.00 to offset expenses while I participate in an unpaid internship at _____. I can only contribute \$200 toward the expenses. My parents are able to contribute \$200, which I can use to help offset my living expenses. I will travel from my hometown, Rochester, NY, to Boston. I researched flights using google flights and the cheapest option is offered by American Airlines. According to the standard reimbursement rate of \$0.545/mile at Oberlin College, it would be the more economical option to fly. In addition, I do not have my own car and it would be incredibly difficult in addition to costly for my mother to drive me. I will be subletting a single room in a shared apartment in the area of Allston/Brighton this summer. This is the least expensive area of Boston that is safe and also accessible to my internship by public transport. I am responsible for daily transportation to the internship and meals. The summer funding would not only help support the expenses listed above, but will make it possible for me to pursue this internship without further increasing my family's and my own financial burden. My education at Oberlin is made possible by a significant number of scholarships, grants, and loans. As well, over past summers I have worked full-time in order to help pay for my upcoming tuition costs and associated expenses. This will not be achievable while I am interning full-time this summer. This amount of funding would make it possible for me to participate in an internship at _____. Thank you.

2018 Summer Funding Application: Washington, D.C. Sample			
Proposed Budget			
Projected income:			
	Personal savings	\$200.00	
	Family contribution (cost of flight)	\$300.00	
	Total income:	\$500.00	
Projected expenses:			
	Round trip flight from Burlington, VT to D.C. <i>American Airlines quoted price 3/21/18</i>	\$300.00	
	Rent <i>Expected ~\$700/month x 2 months</i>	\$1,400.00	
	Food <i>\$50/week x 8 weeks</i>	\$400.00	
	MetroCard <i>***covered by internship travel stipend</i>	\$0.00	
	Total expenses:	\$2,100.00	
	Amount of need:	\$1,600.00	
Statement of Financial Need			
<p>My estimated summer budget is \$2,100. I request \$1,600 in summer funding to help offset costs. My internship is unpaid and offers only a small travel stipend for a MetroCard. I have set aside \$200 of my own earnings to put towards summer expenses, and my parents have offered to pay for the \$300 flight. American Airlines offers the most affordable flight between Burlington, VT and D.C. I have been trying to secure housing for a few weeks now, and have found several shared apartments within my budget. Housing in D.C. is notoriously expensive, so I am looking at houses shared by other students -- rent will be shared by many people, and we can also cook together to save money. I have not yet finalized my housing plans but am confident the cost will be within my budget.</p> <p>Summer funding would allow me to explore future career possibilities, build my resume, and do meaningful work without compromising my financial situation for future semesters of college or my ability to pay back student loans; my studies at Oberlin are made possible through grants, loans, and three different campus jobs. I appreciate the summer funding committee's time and consideration of my proposal and hope they see value in this summer experience.</p>			

2018 Summer Budget: Bay Area sample		
Projected Income		
Personal Savings		\$100.00
Total Projected Income		\$100.00
Projected Expenses		
Roundtrip flight: Cleveland to San Francisco		\$530.00
Groceries: 10 weeks x \$60/week		\$600.00
Transportation from San Francisco to Menlo Park (CalTrain) Clipper Card Monthly Pass: 3 months x \$89.60/month		\$268.80
Sublet: 3 months x \$1,100/month		\$3,300.00
Utilities: 3 months x \$40/month		\$120.00
Total for summer expenses		\$4,818.80
Amount of Need		\$4,718.80

Description of Expenses

My flight estimate is based on the least expensive flight on Skyskanner for the approximate dates I intend to travel (late May and late August). The least expensive airline varies per date but it is typically Frontier or American Airlines. These are flights to and from Cleveland, one after commencement and the other to return to school after the internship is over.

I have estimated grocery costs from my internship last summer. \$50 covers groceries for the week and cooking supplies necessary to make food at home. I will bring cooking supplies I have already purchased with me to offset food and cooking costs.

The least expensive sublets are about 45 minutes by train from where my internship is located. I have estimated monthly CalTrain costs for 1 zone areas to Menlo Park (Bay Area Rapid Transit does not reach Menlo Park) based on the rate for a monthly Clipper Card pass <http://www.caltrain.com/Fares/farechart.html>.

Subletting is unfortunately very expensive in the Bay Area. I have searched Craigslist listings and \$1100 is a low estimate. I have also searched the Oberlin Switchboard for listings which are also posted above \$1100. I have reached out to alumni for housing and have gotten similar estimates. I will continue searching for alumni housing with lower rates, but as of right now I am not sure I will find that and need to secure housing funds in order to be able to do the internship.

Statement of Financial Need

Without funding, I will be unable to participate in this internship. I am currently on financial aid at Oberlin, and work two jobs on campus through work-study. During high school and the beginning of my time at Oberlin, summers were dedicated to waitressing and saving up for the school year. On top of needing funds for room and board, I will be sacrificing earning any sort of income by participating in an unpaid internship. To me, the career experience is worth giving up income but it means I am reliant on external funding to support this unpaid internship.

Budget - Summer 2018 Funding: Detroit sample		
PROJECTED INCOME		
Personal savings	\$200.00	
TOTAL PROJECTED INCOME	\$200.00	
PROJECTED EXPENSES		
Bus Pass (\$1.50 fare x twice per day x 5 days per week x 8 weeks)	\$120.00	
Rent (Apartment in Detroit): \$399/month x 3 months	\$1,197.00	
Food: \$75/week for groceries x 8 weeks	\$600.00	
<p>Bus pass quoted from http://www.detroitmi.gov/How-Do-I/Locate-Transportation/Transportation-Fares Rent quoted from sample: https://www.apartments.com/shelborne-square-apartments-detroit-mi/5k3xkqm/ Food quoted from average of local grocery store prices.</p>		
TOTAL PROJECTED EXPENSES	\$1,917.00	
TOTAL AMOUNT OF NEED	\$1,717.00	
<p>JUSTIFICATION I have listed an apartment as my only housing option, due not only to the location of this service project, but especially since I do not have a car to commute 40+ minutes from home. We do not yet have family friends who could house me. For food, I will be relying on local grocery stores, and, based on an average weekly cost given my typical personal expenditures (e.g., my meal plan), I have calculated the figure listed above. As stated above, without the means to transportation by car (either borrowing, renting, or purchasing), I will travel by bus to and from the project site.</p> <p>STATEMENT OF FINANCIAL NEED As a low income, Pell-eligible student with the bulk of her education made possible by a significant number of grants and scholarships, the amount which I may contribute to my summer funding is low. While I do currently have three jobs on campus, all of the income I will earn this semester will be used in paying for my 2017-2018 academic year Federal Work Study allocation. My family is unable to contribute toward my summer expenses; in essence, any funding (other than my own) received via Oberlin will be the income which supports my project. I would greatly appreciate any funding I may receive as it would foster a project integral to the future of my Oberlin education. Thank you very much for your consideration.</p>		

Budget - Summer 2018: International sample			
Note: In addition to listing projected expenses, this budget should also have included a section for projected income.			
Expense	Amount (in USD)		
International Airfare: Cleveland to Kathmandu, Nepal	\$2,000		
Lodging: 70 days * \$13 per day	\$910		
Food: 70 days * 3 meals per day * \$5 per meal	\$1,050		
Domestic Travel: Travel to and from my lodging area including travel to other cities	\$500		
Access to Internet: Dongle with 30 GB data pack	\$150		
Total:	\$4,610		

Statement of Need

I receive a substantial amount of need-based aid from the college. Without this support, it would be impossible for me to attend Oberlin. My current financial situation would not allow me to pursue my summer internship opportunity with _____. Hence, I am looking for funding from the career center for this career-building opportunity. The sum that I am requesting is \$4,610 for the entirety of my summer experience.

Most of my requested funding is taken up by my airfare to and from Nepal. A detailed search on google flights informed me that the cheapest economy flight fares average to around \$2,000 for a roundtrip. Next on the list is my living expenses. Since the organization that I will be working with is based in Kathmandu, I will have to procure my own living arrangements which would cost me roughly \$910. I will be renting a space for 70 days at \$13 a day. During my time there, I will be eating out of cafeterias since the food is cheapest in such places. I have determined that this would cost me at least \$1,050 my entire time there. Cafeterias generally charge \$5 per meal and I will be eating out of them approximately 90 days * 3 meals per day. I would be traveling to and from my place of residence to work in public buses and my internship will require me to travel to other parts of Nepal. However, I have determined with extensive research that all sorts of domestic travel would not exceed \$500 if I use public bus service, which is the cheapest option. Finally, I have allocated \$150 to internet access for my internship work outside of the office.