

SUMMER EMPLOYMENT 2018  
Request for Proposals - Application

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**Instructions for Completing some Components of the Budget**

Budget information should be added to peach shaded cells. Do not make changes to grey-shaded

- 1 In the "Program Type" box please identify if this program is a summer program only or if it is part of a larger program
- 2 Enter the Program Dates (if it is part of a larger program please put in the entire date range)
- 3 Enter your agency's name
- 4 Enter your program's name
- 5 In the "Wage Type" box please indicate whether the figure is salary or hourly
- 6 In the "Position Type" box please indicate whether the title is charged to Program or Administration
- 7 To complete the "Paid for By" box you must enter in the NAME of the funding entity AND whether or not the funding has been Secured or Requested
- 8 Program income earned through sales of products or tuition must be identified
- 9 Columns "N" and "O" are there to confirm your allocations across funding streams - these columns do not need to be included in your proposal package

