



SAMPLE BUDGETS FOR O2 SABBATICAL AWARD APPLICATION

Please use the form below to outline a preliminary budget for your sabbatical.

In the “BUDGET” column, calculate your salary and benefits for three months, and list your anticipated sabbatical expenses. For anticipated sabbatical expenses, only include items specific to ***your sabbatical experience*** (e.g., your travel costs). Do not include your regular monthly living expenses (e.g., rent).

In the “FUNDING SOURCES” columns, please use the “O2 Initiatives” column to show your proposed use of grant funds, totaling \$50,000. Should your total budget exceed \$50,000, show the difference in the “Other Sources” column, and explain these sources in the space below. We expect that most organizations will allocate general operating funds to cover this difference. And, we anticipate that some applicants will apply unused vacation time toward their sabbatical. You are not required to seek supplemental funding for the sabbatical.

SAMPLE 1

	BUDGET	FUNDING SOURCES	
		O2 Initiatives	Other Sources*
Salary and Benefits:			
Monthly Salary	\$12,833		
Monthly Benefits	\$2,275		
<i>Subtotal (Monthly Salary + Benefits) x 3 months:</i>	<i>\$45,324</i>	<i>\$40,000</i>	<i>\$5,324</i>
Anticipated Sabbatical Expenses:			
1. Yoga retreat	\$3,500		
2. Travel costs	\$12,000		
3.			
4.			
<i>Subtotal Anticipated Sabbatical Expenses:</i>	<i>\$15,500</i>	<i>\$10,000</i>	<i>\$5,500</i>
TOTAL PRELIMINARY BUDGET	\$60,824	\$50,000	\$10,824

* Please describe “Other Sources,” if applicable:

I will apply three weeks of accrued vacation time toward my sabbatical.

SAMPLE 2

	BUDGET	FUNDING SOURCES	
		O2 Initiatives	Other Sources*
Salary and Benefits:			
Monthly Salary	\$10,000		
Monthly Benefits	\$1,520		
<i>Subtotal (Monthly Salary + Benefits) x 3 months:</i>	<i>\$34,560</i>	<i>\$34,560</i>	
Anticipated Sabbatical Expenses:			
1. Travel costs	\$9,440		
2. Meditation retreat	\$4,000		
3. Windsurfing lessons	\$2,000		
4.			
<i>Subtotal Anticipated Sabbatical Expenses:</i>	<i>\$15,440</i>	<i>\$15,440</i>	
TOTAL PRELIMINARY BUDGET	\$50,000	\$50,000	

*** Please describe "Other Sources," if applicable:**

Not applicable