

OUTREACH PROJECT PROPOSAL FORMAT

TITLE:

A. Brief Description and/or Rationale of the Outreach Activity/Service:

B. Target Group and Reasons for Choosing it :

C. Date/s of Implementation: _____

D. Objective, Activities, Outputs, Personnel and Budgeting:

Objective	Activities	Outputs	Personnel	Budget

E. Line Item Budget: (Format and Sample)

BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
1. Operating Costs			00,000.00
1.1 Supplies	1.1.1. Ink cartridge: HP (P1,000.00/pc. x 3)	0	
	1.1.2. USB: 1G (P1,000.00/pc. X 2)	0	
	1.1.3. Bond papers – subs 16(P120.00/ream x 2 reams)	0	
	1.1.4. Etc.	0	0,000.00
1.2 Communication	1.2.1. Cell cards (P300/pc. x 4)	0	
	1.2.1. Etc.	0	0,000.00
1.3 Documentation	1.3.1. Cassette tapes: 60 mins (P90.00/pc. x 20)	0	
	1.3.2. Batteries: Size AAA (P60.00/pair x 20)	0	00,000.00
1.4 Etc.	1.3.3 Etc.	0	
2. Travel Costs			00,000.00
2.1 Fare	2.1.1. Bus Fares to and from Brgy Dos (P50.00/trip x 2 x 6 trips)	0	
	2.1.2. Rent of van/jeepney (P500/trip x 3 days x 6 trips)	0	
	2.1.3. Taxi fare within Baguio (P100 x 2 x 6 trips)	0	0,000.00

2.2 Food Expense	2.2.1. Meals (120/meal x 3 meals x 3 days x 6 trips)	0	
	2.2.2. Snacks (50/snack x 2 snacks x 3 days x 6 trips)	0	0,000.00
2.3 Etc.	2.3.1 Etc.	0	0,000.00
3. Others			00,000.00
TOTAL BUDGET			000,000.00

F. Budget Sourcing: (Format)

Counterpart of the University	Counterpart of the Outreach Group	Counterpart of the Target Group*	Other Source/s of Funding	Total

 Outreach Group Leader
 (Signature above Printed Name)

Contact Information:

CP/Landline: _____

Email address: _____

Endorsed by:

Dean/Adviser

Extension Programs Officer

*The counterpart of the Target Group may be in cash or in kind (including services).

Cc:

Dean/Adviser