

Appendix 17-C
Budget Request Form

Budget Requests For _____ (fiscal year)

To: Chairs of FDLC Committees
and other Board Members
making special budget requests.

Committee: _____

Amount requested for _____ (date) _____ budget.

Please break down into amounts for specific projects under priorities.

1. _____

2. _____

3. _____

Additional monies for operating expenses: (please explain):

Request submitted by _____

Please return by (date) to: (treasurer)

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Budget Request Form

FDLC Project Worksheet

- I. Project Description (include goals and target audience)
 - A. Topic/Topics
 - B. Outline of the Topic/Topics
 - C. Length
 - D. (Potential) Author/Authors
 - E. Medium (print, video, slides, etc.)
 - F. Timeline
 - G. Vehicle for Publication (FDLC Newsletter, bulletin insert, book, etc.)
 - H. Number to be produced

- II. Budget
 - A. Expenses
 - 1. Author's fee
 - 2. Artwork
 - 3. Royalties
 - 4. Fees for translation into Spanish
 - 5. Editing
 - 6. Layout
 - 7. Printing
 - 8. Proofing
 - 9. Complimentary Copies
 - B. Income