

Thriving Vocationally Cohort Budget Guidelines



Cohort budget requests should include a brief line-item budget and budget narrative (not more than 1 page) describing how specific budget lines will be used. Cohort budgets typically average \$500 per cohort member. Budgeted items and cohort activities should be inclusive of all members and should benefit the cohorts objectives in thriving together.

Line-item Budget: The line-item budget should list all areas where funds will be spent (e.g., retreat center, speaker honorarium, travel, etc.) and the anticipated cost of each expense.

A sample budget template is found below. The line items outlined are just examples, please customize your budget request to cover the needs of your cohort.

Budget Narrative: A budget narrative should accompany the budget proposal and be a brief, no more than 1 page, explanation of how each line was calculated.

Sample Budget

“Cohort Facilitator’s Name” Budget Year

Expense	Amount
Monthly Meetings	
Zoom Subscription	\$100.00
Meals	\$500.00
Retreat	
Travel	\$700.00
Meals	\$200.00
Retreat Center/Lodging	\$500.00
Speaker Honorarium	\$200.00
Supplies	\$500.00
Personal Care/Resource	\$400.00
Midwinter	
Travel	\$1,000.00
Registration Assistance	\$400.00
TOTAL EXPENSES	\$4,500

Please note, the categories and amounts are only an example and not prescriptive; each cohort should submit a budget that is relevant to the plans for the cohort.

Please also refer to the Expense Reimbursement Guidelines on the Thriving website when preparing your budget to ensure you are not budgeting prohibited items. If you have any questions please reach out to Christy Bouris, cbouris@northpark.edu