

Translate for Her Micro Fund for Cross-Cultural Mutual Support Projects
Sample budget

Project A:
4-hour workshop x 1
Distribution of leaflet x 1000

Line of expense (e.g. venue/ promotional materials/ volunteer subsidy/ stationery)	No. of units	Unit price (HK\$)	Cost (HK\$)
Venue rental	8	245.00	1960.00
Trainer fee	4	1,500.00	6,000.00
Volunteer travel subsidy	5	50.00	250.00
Volunteer meal subsidy	5	50.00	250.00
Leaflet design fee	1	600.00	600.00
Leaflet printing fee (1000 pcs)	1	375.00	375.00
Event poster design fee	2	200.00	400.00
Instagram advertisement	1	50.00	50
Stationery	1	100.00	100.00
Total sum of requested grant			9985.00

Project B:
1-hour talk x 5

Line of expense (e.g. venue/ promotional materials/ volunteer subsidy/ stationery)	No. of units	Unit price (HK\$)	Cost (HK\$)
Venue rental	5	245.00	1,225.00
Trainer fee	5	500.00	2,500.00
Interpreter fee	5	300.00	1,500.00
Volunteer travel subsidy	3	50.00	150.00
Event poster design fee	5	200.00	1000.00
Instagram advertisement	1	100.00	100

Stationery	1	100.00	100.00
Total sum of requested grant			6575.00

Project C:

Publication of zine (a small magazine) x 100

Line of expense (e.g. venue/ promotional materials/ volunteer subsidy/ stationery)	No. of units	Unit price (HK\$)	Cost (HK\$)
Zine design fee	1	2,000.00	2,000.00
Translator fee	1	3,000.00	3,000.00
Editing and proofreading fee	1	2,000.00	2,000.00
Zine printing fee	100	20.00	2,000.00
Instagram advertisement	1	50.00	50
Total sum of requested grant			9050.00