

Teach Singapore Budget Guide

In this guide, we will show you exactly how to prepare a budget proposal.

Step 1: Download the "**Budget Proposal Template**" and open the excel sheet file

Step 2: Check off the list before submitting your proposal

S/N	Criteria	Check
1	Total amount does not exceed \$3000	
2	Broad categories of the budgeted items under 'Type of Expenditure' (e.g. arts and craft materials; assessment books) a. Included more details of the expenditure under 'Details'	
3	Figures rounded up to nearest \$5 or \$10	
4	Included transport allowance of \$4/pax/session (for face to face engagements)	
5	Learning journeys to places of attractions (check with the staff/teacher if this is possible)	
6	Included items such as: a. Prizes/rewards to mentees b. Materials and logistics to support mentoring sessions c. Closing/ appreciation meal d. Meals for learning journey (if activity crosses meal time)	
7	Vouchers of not more than \$10 per mentee can be given as rewards (mentees have to sign to acknowledge that they have received the voucher) a. Limited to vouchers from Popular Bookstore	
8	Did not include the following items: a. Cash b. Zoom premium accounts	
9	Budgeted amount is an accurate estimate of the actual cost of the item	

Step 3: Ready to submit? Email your budget proposal to teachsg@nus.edu.sg