

**Social & Environmental Entrepreneurs (SEE)**

# SEE ADVANCED FUNDS

**Instructions:** SEE Project Directors can receive an advance for up to \$5,000 with a budget if the projects have available funds in their account. Use this form below for your budget. Your project will not be able to receive any monies after the advance is given, until all receipts and proof of payment is submitted to SEE.

**MAKE ADVANCE PAYABLE TO:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

SEE Project Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Project Telephone: \_\_\_\_\_

Zip, Country: \_\_\_\_\_

Project Email / Fax: \_\_\_\_\_

Expense Categories	Estimated Amount
Advertising/outreach expenses	
Books/subscriptions/reference (research/documentation)	
Conference, convention, meetings (including meals)	
Equipment (purchase of)	
Finance fees (including bank charges such as wires)	
Fundraising	
In-house publications	
Insurance	
Internet / Email*	
License & permits	
Maintenance & repairs	
Materials (non office supplies)	
Membership dues (organization)	
Postage, shipping, delivery	
Printing & copying	
Staff development/education	
Supplies (office)	
Telephone and telecommunications	
Travel (including meals and auto mileage)	
Utilities (telephone, gas, electric)	
Other (describe)	
	\$

\_\_\_\_\_  
Project Director (Print Name)

\_\_\_\_\_  
Signature of Project Director (Required)