

Evaluation Budget

	Year 1	Year 2	Year 3	Year 4
Evaluation Staff Salary & Benefits - The amount of time staff members must spend on evaluation and the level of expertise needed to perform particular evaluation tasks will affect costs.				
Consultants - If your staff needs assistance in conducting the evaluation, you will need to contract with external consultants. These consultants can provide special expertise and/or different perspectives throughout the process of evaluation.				
Travel - Travel expenses for staff and/or evaluators vary from project to project. Projects located far from their evaluators or projects with multiple sites in different parts of the country may need a large travel budget. In addition, all projects need to budget for transportation costs to Foundation evaluation conferences.				
Communications - postage, telephone, etc.				
Printing and Duplication - These costs cover preparation of data-collection instruments, reports, and any other documents.				
Printed Materials - This category includes the costs of acquiring data collection instruments and library materials.				
Supplies and Equipment - This category covers the costs of specific supplies and equipment (e.g., computers, packaged software) that must be purchased or rented for the evaluation.				
Other _____				
Other _____				
Total				

Source: W. K. Kellogg Foundation Evaluation Handbook. W.K. Kellogg Foundation. Battle Creek, MI. 1998.