

# Sample Cost Estimates

From the North Carolina City & County Management Association  
Adapted by the UNC School of Government

## Cost Worksheet for a Typical Program

The cost to sponsor a citizens academy varies with the amenities and gifts you provide. The table below shows sample costs for a group of 20 participants over ten classes, plus a separate graduation event. This table begins with basic expenses and progresses down to optional items you may or may not want to include.

Item(s)	Quantity	Cost (per unit)	Total Cost
<i>Three-ring binders, tabs, and printed inserts</i>	20	15	\$300
<i>Dinner for participants</i>	20	\$8.50 per meal (10 sessions)	\$1,700
<i>Graduation reception</i>	45 (participants and guests)	\$10 per meal	\$450
<i>Certificates in folder or frame</i>	20	\$5	\$100
<i>Polo shirts with government logo</i>	20	\$20	\$400
<i>Graduation gift(s): paperweight, pen, padfolio, etc.</i>	20	\$10	\$200
<i>Group photo</i>	20	\$3	\$60
<b>Grand Total:</b>			<b>\$3,210</b>