## Project budget template

|  |  |  |
| --- | --- | --- |
| **INCOME**  |  |  |
| **Confirmed and ‘in-kind’ funding**  |  |  |
| ***Source***  | ***Project allocation*** | ***Amount $***  |
| From our general operations budget | (Examples might include project management, evaluation, etc) |   |
| From 'X' funder |   |   |
| Other partnering organisations’ support | (Might include evaluation, use of their resources or infrastructure etc) |   |
|  | ***Sub-Total*** | **$0.00** |
|   |   |   |
| **Unconfirmed Funding\*** |  |  |
| ***Source***  | ***Project allocation*** | ***Amount $*** |
| Y' funder grant application | (Project Officer fee and equipment) |   |
| (Design and print of information/report etc) |   |
| Other pending grant applications |   |   |
|  | ***Sub-Total*** | **$0.00** |
|  | **TOTAL INCOME**  | **$0.00** |
|  |  |  |
| \*Unconfirmed funding is the shortfall amount your organisation is committing to seek from other sources |  |
|  |  |  |
| **EXPENSES** |  |  |
| Provide detailed complete project delivery costs under the following or similar headings  |  |
| ***Expense item*** | ***Unit price / quantity required*** | ***Amount $*** |
| People (what levels and how many?) | (ie Project Manager 20 hours per week x $100 per hour x 20 weeks) |   |
|   | (ie project officer provided by our organisation - 10% of Admin Manager FTE) |   |
| Consumables / software |   |   |
| Evaluation (by whom?) |   |   |
| Marketing / communications |   |   |
| Venue hire / catering |   |   |
| Other (specify) |   |   |
|  | **TOTAL EXPENSES**  |  |