



Project Budget Template

The Project Budget is used by project managers to estimate the total cost of a project and provides the project sponsors with the information they need to develop a cost/benefit analysis for the project.

A typical budget specifies:

- **Income** that might include grants, donations, sponsorship, registration fees, ticket sales etc.
- **Expenses** like staff labour, materials procurement, fees paid, catering, ongoing operating costs and other direct costs such as travel, training, or design.

A project budget includes a detailed estimate of all costs that are likely to be incurred before the project is completed.

Throughout the course of the project, the project budget also allows the organisation to check whether or not the project is sticking to its budget.

You might want to consider presenting your budget expense items grouped by activity then listing all individual expense costs to achieve that activity eg.:

- **Convene** (like room hire; workshop expenses etc)
- **Research** (consultant cost for literature review; report writer etc).

Whichever approach you take, you'll need to adapt our example project budget template on the following page to suit your project - we've included a few examples of income and expenses to get you started.

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

<i>Expense item</i>	<i>Unit price / quantity required</i>	<i>Amount \$</i>
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	