

WORKSHEET - BUDGET

Objective: To create a financial structure consistent with your activities and to prove that your costs are realistic.

STEP 1 - THE SIMPLIFIED BUDGET TABLE

Divide your expenses into these three main categories. Don't leave "round" numbers unexplained (e.g., don't just randomly enter "\$5,000").

Category	Description of the expense	Amount (\$)
Human Resources	(ex: Intervenor, 20h/week for 10 weeks)	
Project costs	(e.g., room rental, equipment, transport)	
Administration	(e.g., stationery, management fees, telecom)	
TOTAL		0,00 \$

STEP 2 - THE BUDGETARY NARRATIVE (THE "WHY")

This is where you gain the landlord's trust. For your two largest expenses, explain the calculation and the necessity of them.

Expense 1:

Calculation: (e.g., 2 people x \$25/hour x 100 hours):

Why is this vital?

Expense 2:

Calculation: (e.g., 2 people x \$25/hour x 100 hours):

Why is this vital?

Grants - from idea to submission

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STEP 3 - THE COHERENCE TEST

Review your action plan (Workshop 5).

- Does each of the activities mentioned have a corresponding cost in the budget?
- Conversely, is there an expense in the budget that is not related to any activity? (If so, remove it or explain it better).

STEP 4 - PARTNER CONTRIBUTIONS (THE "MATCH")

The lender prefers not to be the only one paying. Note here what you are contributing yourself (in time or money) or what a partner is providing.

Contribution in kind (e.g., volunteering, free use of premises):

.....

Estimated value:

STEP 5 - SELF-ASSESSMENT

- Does my budget exactly reach the amount requested from the landlord?
- Did I avoid the "Unforeseen" or "Miscellaneous" line? (Landlords hate imprecision).
- Are my salaries in line with market standards?

PRO TIP: IF YOU'RE REQUESTING \$10,000, MAKE SURE YOUR TOTAL BUDGET SHOWS \$10,000. IF YOU PLAN TO SPEND \$12,000, YOU MUST CLEARLY INDICATE WHERE THE MISSING \$2,000 IS COMING FROM (OWN FUNDS, OTHER GRANTS, DONATIONS). A BUDGET DEFICIT IS A RED FLAG FOR AN AUDITOR.

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