



Budgets

A budget describes where the money is being spent (expenditures) and where you are getting it from (revenue). A detailed budget must include everything that you will be spending money on. Some important considerations are things like paper, hardware (like toilets, taps), installation, volunteers, etc.

Some items or services may be donated. These are called ‘in-kind’. They may include things like Mr. X from the school will be constructing or installing something and so while you are NOT paying him directly, someone else is, or he is volunteering his time. The \$ amount that you would have had to pay him can be considered in-kind. If people or an organization gives you materials, that too is considered in-kind. For example, maybe your school will be providing the paper and photocopying for your project. You will have to research how much that paper is costing the school to include it in your budget.

Your budget expenditures must be equal to or less than your revenue! You cannot spend money you do not have. Also, the more details you include, the more clearly the judges will be able to understand where you are planning on spending the money.

Detailed Costs (Expenses)

Item	Amount per item	# items	Total	Total In-Kind	Total Cash Needed
Poster paper	\$1.00 per sheet	50	\$50	\$0	\$50
Photocopying	\$0.10 per sheet	50	\$5	\$5	\$0
Toilets	\$200	10	\$2000	\$0	\$2000
Installation Time	\$30/hr	20	\$600	\$600	\$0
..... etc					
Total			\$2655	\$605	\$2050

Budget Income (Revenues)

Organization	Amount of in-Kind	Amount of Cash	\$ Committed, requested, plan to ask
School	\$600 (for Mr. Smith installing toilets)	0	Requested (we talked to the principle already)
School	\$5 for photocopying	0	Committed (principle said we could photocopy)
Agrium matching implementation grant	0	\$1000	Plan to ask
Donations from Company X....	0	\$1000	Plan to ask
Bottle Drive	0	\$50	Plan to ask
... etc			
Total	\$605	\$2050	

This is the amount that is being donated for your project

This is how much actual cash you need to have to do your project.