

Your project budget

A budget is a list of what you need and what it costs. You can fill this in by hand, on your phone, or print it out.

What funders look for

Funders want to see what you need, what it costs, and that the total matches the amount you asked for. The numbers do not need to be exact.

Things that help

Use real prices where you can. Ask the shop, the builder, or the boat owner, and write down what they tell you. Keep the quote if you get one.

Rounded numbers are fine. \$450 works. You do not need to be exact to the cent.

Include the small costs. Transport, phone credit, food for the people helping, printing.

Include what your community is putting in. Volunteer time, land, tools, materials you already have. There is a section for this on the next page.

What goes in each column

Column	What to write
What you need	The item. For example: water tank, two days of training, fuel for the boat.
Why you need it	One line. For example: to store clean water for 40 families in the dry season.
How many	The number. 3 tanks. 12 days. 25 people.
Cost each	What one costs.
Total	How many × cost each.

Costs that are often left out

Transport and fuel · phone and internet credit · food for the people helping · tools and safety gear · training · printing · repairs later on · bank fees · someone's time to run the project

Some funders will not pay for certain things, such as food or wages. You can list these under community contributions instead, so the full cost is still visible.

Budget worksheet

Project name

Community / group

What you need	Why you need it	How many	Cost each	Total
Water tank (5,000L)	To store clean water for 40 families through the dry season	2	\$1,200	\$2,400

The shaded row is an example. Write over it.

TOTAL WE ARE ASKING FOR

What our community is putting in

Things you are providing yourselves: volunteer time, land, tools, materials, a building you already have. Add a rough value if you can.

What we are putting in	Roughly what it is worth
30 days of volunteer work digging and laying pipe	\$1,500

Before you send it: check the total matches the amount in your proposal.