

Budget planning checklist

Initial planning:

- | Status | Task |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Determine available funding sources |
| <input type="checkbox"/> | Set overall budget limit |
| <input type="checkbox"/> | Allocate funds across categories |
| <input type="checkbox"/> | Build in 10-15% contingency |
| <input type="checkbox"/> | Get budget approved by stakeholders |

Detailed budgeting:

- | Status | Task |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Get quotes for venue rental |
| <input type="checkbox"/> | Calculate catering costs per person |
| <input type="checkbox"/> | List required materials and tools |
| <input type="checkbox"/> | Determine mentor compensation |
| <input type="checkbox"/> | Plan prize budget |
| <input type="checkbox"/> | Include marketing expenses |

Funding acquisition:

- | Status | Task |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Apply for grants (if applicable) |
| <input type="checkbox"/> | Approach potential sponsors |
| <input type="checkbox"/> | Secure institutional funding |
| <input type="checkbox"/> | Pursue in-kind contributions |
| <input type="checkbox"/> | Confirm all funding commitments |

Detailed budgeting:

Status	Task
<input type="checkbox"/>	Create expense tracking system
<input type="checkbox"/>	Assign budget responsibility
<input type="checkbox"/>	Require approval for expenditures
<input type="checkbox"/>	Keep all receipts and invoices
<input type="checkbox"/>	Monitor spending regularly

Post-event:

Status	Task
<input type="checkbox"/>	Compile actual expenses
<input type="checkbox"/>	Compare to budget
<input type="checkbox"/>	Document lessons learned
<input type="checkbox"/>	Report to funders/stakeholders
<input type="checkbox"/>	Archive financial records

Using the budget templates

The Budget Planning Spreadsheet template (Annex) provides:

- Category-by-category breakdown with formulas
- Automatic calculations of totals and percentages
- Actual vs. planned tracking for expense monitoring
- Multi-scenario planning to compare budget options
- Funding source tracker for diverse revenue streams
- Customization flexibility for your specific needs

The Resource Requirements List template includes:

- Itemized needs for each budget category
- Quantity calculations based on participant numbers
- Sourcing options (purchase, rent, donate, sponsor)
- Responsibility assignment for procurement
- Timeline integration with procurement deadlines