



Creating a Budget

A budget is an essential, helpful planning tool that will help you organize your Social Action Project and reach your goals. Your budget needs to show how much money your Project needs (Income), how you plan to spend it (Expenses), and the period of time during which you plan to receive and spend it.

Sample budget for a Sample Social Action Project called Organic Pixie Garden Project:

Timetable 5 Months (May 1 – Sept 30)

INCOME		450
Funding (micro-grant)	<u>450</u>	
TOTAL	450	
EXPENSES		450
Plants and seeds	150	
Gardening tools	100	
Compost bin	80	
Poster, flyer supplies	70	
Printing costs	<u>50</u>	
TOTAL	450	

The budget identifies:

1. The Time Period for the project: 5 Months (May 1- Sept 30).
2. The significant financial components of the Project:
The Income and Expenses are each broken down into several sub-categories.
3. The budget balances: The Total Income equals the Total Expense.
4. What the Project needs from the Foundation:
The budget estimates how much money they expect to need to accomplish their Social Action Project.

Reporting

At the end of your Social Action Project we will expect you to send us an accounting showing how funds were used.