

# How to write a project budget

## What is a project budget?

In brief, a budget is a way of ensuring that your outgoings don't exceed your incomings. Overspending can lead to the collapse of your project and leave you in debt. Whether it's an exhibition, event, performance or concert you're planning, a well-thought-out budget will help to keep you in the black.

## Where to start:

Think about your project from start to finish. What will you need to make it a reality? Do you need to employ anyone? What services and equipment will you have to purchase or hire? Do you need a venue?

Start by creating an itemised list of everything you need.

## Things to include:

It's important that your budget is realistic and covers all major areas of expenditure. Putting one together for your project needn't be complex; there are just a few basic questions that you should ask yourself first:

*How much money  
do I have to spend?*

*It's crucial that the scale of your project and what you are planning to deliver is based on the money that you have available.*

*What expenses are  
mandatory?*

*If you're working with a limited budget make sure you have enough money to cover the essentials before spending money elsewhere.*

*Are my estimates  
realistic?*

*Don't guess how much things will cost, contact suppliers for quotes before putting your budget together. Where possible, try to source quotes from three different suppliers to ensure that the price you are paying is fair.*

Once you have figured out the above, you should start putting your budget together. Your expenditure will depend on the type of project you are planning but general areas to consider are:

- People (staff, consultant salaries)
- Equipment (any special equipment or supplies needed to deliver the project)
- Communication (telephone, postage, meetings)
- Travel (train tickets, fuel)
- Venue (cost of hiring a venue/other facilities)
- Other expenses (insurance, sustenance etc.)
- Contingency (normally 10% of the total budget)

## Format

It's best to keep the format of your budget simple. The following budget has been put together as a guide...

| EXPENDITURE                          | COST      | RUNNING TOTAL     | NOTES  |
|--------------------------------------|-----------|-------------------|--|
| Fringe venue                         | £1638.00  | £1638.00          | Based on rental price from 2011  |
| Fringe programme entry               | £282.90   | £1920.90          | Based on 2012 early bird offer   |
| Fringe programme advert              | £2,400.00 | £4320.90          | Based on 2011 advert costs   |
| 500 posters and 10,000 fliers        | £500.00   | £4820.90          | Based on quotation from printers                                       |
| Set construction                     | £100.00   | £4920.90          |  |
| Props and puppets construction       | £500.00   | £5420.90          |  |
| Costumes                             | £100.00   | £5520.90          |  |
| Rehearsal space hire                 | In kind   | £5520.90          |  |
| Van hire                             | In kind   | £5520.90          |  |
| Recording studio for score recording | £150.00   | £5670.90          | Recording over 1 day @ £150 per day                                    |
| Accommodation                        | £1200.00  | £6870.90          | Based on £300 per week for four weeks                                  |
| <b>WAGES</b>                         |           |                   |  |
| Director                             | £1000.00  | £7870.90          |  |
| Performer                            | £1000.00  | £8870.90          |  |
| Performer                            | £1000.00  | £9870.90          |  |
| Puppet and props designer            | £1000.00  | £10,870.90        |  |
| Set designer                         | £1000.00  | £11,870.90        |  |
| Lighting designer                    | £1000.00  | £12,870.90        |  |
| Graphic designer                     | £400.00   | £13,270.90        |  |
| Flyer distribution                   | £960.00   | £14,230.90        | Based on 2 people @ £8 per hour for 20 hours per week for three weeks. |
| Administration                       | £200.00   | £14,430.90        |  |
| Contingency                          | £1443.09  | £15,873.99        | 10% of budget  |
| <b>TOTAL BUDGET</b>                  |           | <b>£15,873.99</b> |  |