

Program Budgeting Template

RATIONALE:

This worksheet is designed to help you create a budget for your program. This will help you determine the amount of funding your program will need, and maintain a sense of when (i.e., by month) expenses will come up. This tool is also available in Excel format.

INSTRUCTIONS:

1. Make sure to have your Internship and School Program Work Plans on hand, so you can easily refer to the list of planned activities in determining requirements for equipment, transportation, honoraria, etc.
2. Using your School Program Year Work Plan, work through the activities (i.e., learning areas, day trips, multi-day trips, and events) that are planned for each month. Starting with September, think through all the needs and expenses for every activity. For example, a day trip to harvest traditional plants and medicine would likely require transportation to and from the site, supplies (e.g., a first aid kit), volunteers and maybe an Elder to teach, and learning materials (e.g., bags to put harvested plants in).
3. Write the name and/or description of each cost under the appropriate category in the first column.
4. Enter the estimated cost of each of these needs into the appropriate rows. This may take some research (e.g., Googling the cost of certain supplies or calling a local bus company to request a quote). For some expenses, such as equipment and gear, you'll also need to estimate how many of each item you'll need (# of units).
5. When relevant, multiply the cost by the number of months, units, recipients, or students (depending on the category). Enter the total amounts from each row under the Total column on the right.
6. Continue steps 1 through 4 for each month. When possible, combine expenses. For example, if the same equipment (such as a first aid kit) is needed for activities in both October and March, then combine the amount needed for both months and write the total number under the # of Units column.
7. Repeat steps 1 through 5 using your Internship Work Plan, working your way through each week.
8. Under the Anticipated Month(s) of Expenditure column, write down which month(s) you expect each expense will be incurred.
9. Under the Program Coordination category, you'll need to know how many coordinators you will have, and what their monthly wages will be. Enter these amounts under the Monthly Cost column. Amounts for the # of Months column will vary by position; for example, a school coordinator will work 10 months of the year, whereas an internship coordinator would likely work only 3 months.
10. For each Program Coordination row, multiply the Monthly cost (\$) by the # of Months, and enter the amount under the Total column on the right.
11. Once all of your expenses are recorded in the appropriate rows, add up the cost of each expense to create a Total Budget Estimate (in the bottom right cell).
12. Save your budget, and refer to it when necessary, such as when you are applying for grants.
13. Once your SEAS program has started, update your budget regularly once expenses start to incur in order to monitor whether the budget is staying on track. Make sure to save your updates as separate files, though, so you can always look back at the original.

Expense Category			
Program Coordination	Monthly cost (\$)	# of Months	Total
Program Coordinator 1			
Program Coordinator 2			
...			
Travel and transportation costs	Transport Cost (\$)	Related Supplies Cost (\$)	Total
Trip 1 (destination, transport, supplies)			
Trip 2 (destination, transport, supplies)			
Trip 3 (destination, transport, supplies)			
...			
Equipment and gear	Unit cost	# of Units	Total
Item 1 (description)			
Item 2 (description)			
Item 3 (description)			
...			
Honoraria	Value (\$) Per Person Day	Estimated # of Days	Total
Honoraria for program volunteers			
...			
Learning materials	Unit cost	# of Units	Total
Item 1 (description)			
Item 2 (description)			
Item 3 (description)			
...			
Community Events and Activities	Supplies (\$)	Other (\$)	Total
Event 1 (description, supplies, other)			
Event 2 (description, supplies, other)			
Event 3 (description, supplies, other)			
...			
Training	Cost per student	# of Students	Total
Training 1 (description)			
Training 2 (description)			
Training 3 (description)			
...			
TOTAL BUDGET ESTIMATE			



BUILD A BUDGET

Creating a work plan is an iterative process that requires consideration of both program goals (what you're trying to achieve) and feasibility (how you're going to do it). You've already tackled some of the key questions related to feasibility such as who you will partner with to deliver the program and who will coordinate the program ([Chapter 3](#)). The next piece to understand is how the program will pay for itself.

Generally, SEAS programs have fairly predictable budget categories. Within these categories each community and program will have different needs and expenses. For the purposes of planning, key expense categories typically include:

- **Program coordination:** the cost of hiring a school program coordinator (10 months) and/or a summer internship coordinator (2 months).
- **Travel and transportation costs:** costs in this category may include such things as bus charters, boat charters, boat rentals, fuel, related insurance, etc. Other travel-related costs may include food and supplies for out-trips.
- **Equipment and gear:** basic equipment and supplies to ensure student safety such as first aid kits, life jackets, rain gear, radios, etc. You may also need to plan on storage costs if your program has a lot of gear and equipment.
- **Honoraria:** honoraria may be helpful to plan in so that you can offer support to Elders and other community members who donate their time to support student learning and out-trips.

When you're mapping out your work plan, start by first figuring out which of your activities are dependent on external factors, such as seasonal harvesting cycles, a community event, or someone else's availability. These activities have the least flexible timing and should be scheduled first!

- **Learning materials:** this may include resources such as books, supplies, media, equipment, tools, technology, etc. that support hands-on learning in and outside the classroom.
- **Community events:** costs associated with hosting or participating in community events related to the program.
- **Training:** for internships, you may want to build in some training costs for interns to participate in multi-day training or skills building courses (i.e., white water safety, first aid, etc.).
- **Intern wages:** SEAS interns may have the opportunity to earn wages during their summer internship.

You can use the **Program Budgeting Template** (Tool 4F) to develop a budget for your program.



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