1 ESTABLISHING A BUDGET

Evaluate different costs related to the project (material, location, transportation, food, staff, fixed costs, contributors...) and find funding.

This method allows you to:
- Forecast expenses related to the project
- Avoid going over the budget limit
- Make choices by considering budget limitations
- Compensate professionals involved in your project

What you can do:
Establish a detailed budget, including revenues and expenses
- Make a chart with revenues and expenses listed in your budget
- Write the revenue or expense sources (column 1)
- Write the estimated amount of revenues or expenses (column 2)
- Write the real amount of revenues or expenses (column 3)
- Make choices with those concerned, according to the available funding
- Ask participants and relatives to see if it's better to choose volunteer participation or to offer small wages
- Keep your budget system up to date
- Sample spreadsheet programs that make it easier to calculate and track your budget: Excel, Google Sheet, etc.

Sources:
Voir fiche Comment créer un projet? – Sources

2 ESTABLISHING A BUDGET

Getting funding
Explore funding programs
- Look through government funding programs (provincial and federal)
- Ask political players (deputies, mayors…)
- Ask community organizations in your area for help

Organizing fundraising activities that meet your needs
- Fundraising event
Examples: musical show, auction, spaghetti dinner…
- Have 50-50 tickets or food for sale
- Thrift shop
Example: half of the money goes to the project
- Car wash, a run or physical activity that goes toward your project…

Sources:
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