



Developing a Budget

It's not any different than farming, we need to know our "cost of production" before we begin a project!

Make a list of all items needed for the project

- Supplies
- Items you need to order - don't forget sales tax and shipping costs!
- Printing needs
- Postage and packaging
- Mileage and volunteer expenses
- Equipment
- Hourly wages or honorariums or stipends
- Storage needs
- Historical documentation
- Promotion of the project or activity
- Anything else?

Get competitive bids on the large items or things you can compare on-line or locally

Are there in-kind donations or the possibility for them?

Make sure all involved are aware of the budget. Who has the authority to approve expenses?

How is the money handled?