

Checklist project budget

Use

You need to establish a detailed budget for project drafts and submissions. This list will help you check if you have considered the most important and expensive items.

Remarks

Accounts and classes of accounts

The various budget items (accounts) are assigned to superordinate categories (account classes). For example, the Rent, Office supplies and Printing costs accounts belong to the Infrastructure and materials account class.

Full cost accounting

The budget should list all of the project's costs and revenues. If there is gratuitous use of the executing institution's infrastructure or if some regular working hours are used to execute the project, this should be listed under equity. Expenditure and income must be balanced (income – expenditure = 0).

Expenditure

Personnel costs

- Project management (reflection, detailed planning, etc.)
- Implementation of measures
- Documentation
- Evaluation (self-evaluation, supervision of third-party evaluation, etc.)
- Communication
- Networking (peer consulting, exchange of experiences, etc.)
- Valorisation (presentation, reports, media work, website, etc.)
- Personnel management (recruitment, staff meetings, team building, etc.)
- Qualification (training, meetings, conventions, supervision, etc.)
- Administration (accounting, correspondence, contract management, etc.)
- Ancillary labour costs (insurance, social benefits, etc.)
- Time for unforeseen events
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Remarks:

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Material and operating costs

Infrastructure and material

- Rent
- Infrastructure (computers, telephones, etc.)
- Cost for printing and copying
- Cost for telephone and internet access
- Postal charges
- Software licenses
- Office material
- Professional literature (books, articles, reports, etc.)*
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Products

- Print media (brochures, books)
- Audiovisual products (films)
- Electronic media (websites, software)
- Operating costs (e.g. website maintenance)
- Advertising
- Translations
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Service agreements

- External evaluation
- Project consultancy
- Supervision
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Expenses

- Transport costs
- Meals
- Overnight accommodation
- Attendance money, fees (advisory groups)
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Other operating costs

- Taxes
- Fees
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Remarks:

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Income

Equity capital

- Infrastructure and material (provided by executing institution)
- Working time (provided by executing institution)
- Reimbursement of expenses (borne by the executing institution)
- Other operating costs (borne by the executing institution)
- Financing payments (executing institution's project fund)
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External capital

- Financing payments (warranted)
- Financing payments (requested)
- Payments from service agreements
- Sponsoring
- Donations
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Other income

- Sale of products
- Attendance fees (events, training, etc.)
- Services (consultancy, etc.)
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Remarks:

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