



BENEFACT
TRUST

Our top tips on:

Providing a high-level budget



1

Summarise your project costs

Separate these out into capital and revenue costs with a subtotal for each and a grand total of all costs. Keep it high level - group similar costs under appropriate headings.



Project costs example

Building costs	£7,000
Materials	£3,000
Labour/Staff	£2,000
Operations	£4,000
Total	£16,000

2

Tally up the money raised so far

Group these under appropriate headings such as:

Events	£1,000
Donations	£1,500
Grants	£2,000
Total	£4,500

3

What's the gap between costs and money raised?

This way we can easily see how much you still need to raise.

If we need more detail we will get in contact with you.