GSA Network-Youth Venture
Budget – Year One

Venture Name: _____ Date: _____

Ongoing Expenses

EXPENSES	Cost per Month												Total
Activity/ Task	Date	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Annual
Total Monthly Expenses														

Monthly Fundraising/Donations

FUNDRAISING	Income per Month												Total
Activity/Task	Date	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Annual
Total Monthly Income/ Fundraising														

Grant Request from Youth Venture

	Monthly Use of Youth Venture grant												Total
Activity/ Task	Date	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Annual
Total														

Create a Budget based on your Timeline of Tasks

Use the sample budget and steps below as a guide to help you explain how much your venture will cost and what your venture income and expenses will be. A blank budget chart is included inside.

- First, think about what tasks have to be accomplished each month. For example, before he can get started with his art classes, Estaban needs to buy initial art supplies and advertise his class.
- Think about all the expenses necessary to achieve each task and enter them into the first table:
  - Include all of the purchases that you must make to get your project going or to "open the doors for business". If, for example, Estaban needs paintbrushes for art classes, he may be able to have them donated and then reuse them in later classes. Listing donated items shows that Estaban is working hard to save money whenever he can.
  - Since it is important that a Youth Venture be long-term, think about the ongoing costs needed to keep your project running that have to be covered no matter how many goods or hours of service you provide. These expenses include things like the cost of keeping your Web site running or regular supplies. Estaban may need to buy paints or other materials regularly to replenish his supplies.
- Total the amounts for each month and each activity. Then add up the total expenses for the year. **Note: Youth Venture does not provide funding for salaries and wages.**

Remember –Youth Venture and its Partners only provide "seed" funding to help you get started. You'll have to think about how to cover on-going expenses after Youth Venture's investment is utilized. It is important to sustain your organization in the future with support from your community, such as donations or local fundraising events. In fact, these ideas show us that you have really thought through your project and are dedicated to its success.

- Using the second table, please list fundraising ideas you have that will generate future income for your venture and think about when you will need to hold these fundraisers along your timeline of tasks to cover necessary expenses. **Note -** Consider organizing a fundraiser that relates directly to your venture idea. For example, Estaban's venture is an art class, so he will therefore sell art. Total these amounts for each month and activity.
- Total the remaining expenses that you are requesting from Youth Venture by subtracting the total annual fundraising income from the total annual expenses, resulting in the requested grant.

Estaban has demonstrated that a significant amount of his costs have been eliminated through careful research and efforts to borrow supplies or have them donated

REQUEST TO YOUTH VENTURE

Estaban will ask Youth Venture and its Partners for $240 to help in funding the launch of his Venture,the difference between his costs and his fundraising:

$375

- $135

$240

Budget for: **Estaban's Senior Art Classes**

Don't Forget! Your team must submit a three-month and a twelve-month evaluation

EXPENSES	Costs per Month													Total Annual
Activity / Tasks	**Date**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	
Buy Supplies for Classes														
Brushes (Borrowed from school)	Jan 5	$0												
Paints (10 tubes @ $6 ea)	Jan 5	$60												
Canvas (20 @ $10 ea & 10% discount)	Jan 5	$180												$240
Advertise the Class														
Flyer Design (Donated by art teacher)	Jan 9	$0												
Paper (Donated by Senior Center)	Feb 3		$0											
Copies of Flyer (50 @ $.10 a copy)	Feb 6		$5											$5
Advertise Art Show														
Print more flyers (100@ $.10 a copy)	Oct 1										$10			$10
Replenish Supplies Inventory														
Paints (5 tubes @ $6 ea)	Nov15											$30		
Canvas (10 @ $10 ea & 10% discount)	Nov15											$90		$120
Total Monthly Expenses		$240	$5								$10	$120		**$375**

FUNDRAISING	Income per Month													Total
Activity	**Date**	**1**	**2**					**7**	**8**	**9**	**10**	**11**	**12**	
Hold art show & sell donated art, refreshments and snacks	Nov 1											$95		$95
Bake Sale 4 times a year		$10			$10			$10			$10			$40
Total Monthly Fundraising		$10			$10			$10			$10	$95		**$135**

Estaban has figured out how he will fund his venture ongoing. He has estimated that he will have to pay for advertising for the class and show and for replenishing his supplies every year ($5 + $10 + $120 = $135 each year) He will hold a bake sale four times a year and one art show to raise the necessary funds, and he will explain this plan in greater detail, both in his application and at the selection panel. (Esteban knew it was important to think through the fundraisers from the start, to determine if there would be any costs associated with it. For example, Estaban has already found a way to have the ingredients for the bake sale donated.)