



# .05

## BUDGET CHECKLIST AND TEMPLATE

A knowledge sharing and planning workshop can be organized with a limited budget depending on the amount of in-kind support partner organizations will provide. Hosting a workshop at a partner venue will significantly reduce costs.

	<b>EXPENSE</b>	<b>IN-KIND CONTRIBUTION</b>	<b>ESTIMATED ADDITIONAL COST</b>
Coordination	Coordination/organisation team member time		
Venue	Rental and furniture		
	Equipment (flipcharts, projectors)		
	Signage		
	Catering		
Programme	Moderator, working group facilitator, rapporteur time		
	Travel costs of participants (possibly financed from project budgets when linked to projects)		
	Printed programme, communication material and stationary		
	Photography, video (if required)		
	Translation (if required)		
Promotion	Advertising, promotional material		
Miscellaneous	Name tags		
	Give-aways		
	Other		
<b>TOTAL</b>			=