

Tool 7: Budget Template

| Item | Units | # of units | Unit cost | Total Cost |
|---------------------------------|------------------|------------|-----------|--------------|
| Staff | | | | |
| Advocacy officer | Monthly salary | | | |
| Communications officer | Monthly salary | | | |
| IT/Equipment | | | | |
| Airtime/data | Minutes | | | |
| Computer | | | | |
| Meetings | | | | |
| Venue hire | Hours | | | |
| Catering | People | | | |
| Travel | Stipend/bus fare | | | |
| Materials/meeting packs | People | | | |
| Community stipends | People | | | |
| Campaigns/communications | | | | |
| Design & layout | Hour | | | |
| Printing Copies | | | | |
| Website editing | Hours | | | |
| | | | | TOTAL |