



# Creating a budget

This document provides useful information regarding the creation of a budget, as well as some examples.



## What is a project budget?

A budget shows how much money is needed to carry out a project, where this money comes from, and what it will be spent on. It is a clear breakdown of all the costs involved, such as materials, technical purchases, or external support. The budget helps make the project manageable, transparent, and traceable, while avoiding unexpected expenses.

## How is a budget relevant for the Françoise Demole Award?

We need a budget to:

- understand how the prize money will be used
- fairly compare the projects
- ensure that the project is realistically planned

A clearly presented budget helps us to make the decision on awarding the prize in a transparent and comprehensible fashion.

## Possible costs

- **Purchase of materials for your project**  
Cardboard, wood, tools, other building materials and so on...
- **Purchase or rent of technical equipment**  
Computer, camera, microphone, projector, cables and so on...
- **Transport and travel costs**  
Bus, train, fuel, transport of your materials and so on...
- **Rental of a room or venue**  
Community Hall, studio space, venue for an event and so on...
- **Equipment hires**  
Sound system, lighting, tables, chairs and so on...
- **Fees or compensation for external specialists**  
Experts, *professionals* and so on...
- **Purchase of educational material**  
Learning materials, worksheets, teaching aids, educational games and so on...

- **Printing costs**  
Posters, flyers, programmes, invitations, photocopies and so on...
- **Catering and drinks**  
Snacks, refreshments, meals and drinks for participants and so on...
- **Purchase of tableware and consumables**  
Cups, plates, cutlery, napkins and so on...
- **Cost of communication and promotion**  
Social media and online advertising and so on...
- **Gifts or tokens of appreciation for external parties involved**  
Gift vouchers, flowers, thank you cards and so on...
- **Graphic design work**  
Logo, design of flyers or signs, visuals and so on...
- **Administrative costs**  
Stamps, photocopies, bank charges and so on...
- **Diverse and last-minute costs**  
Last-minute costs, small repairs and so on...

## For Inspiration

Draft expenditure structure  Copy/Paste possible	Example expenditure structure  Information in CHF
1. Expense: xxx 2. Expense: xxx 3. Expense: xxx 4. Expense: xxx 5 Expense: xxx 6. Expense: xxx <b>→ Total: xxx CHF</b>	Train tickets: 300 Printing costs: 256 Expert advice services: 130 Technical material costs: 1570 Room rental: 80 <b>→ Total: 2'336 CHF</b>
Revenue structure proposal  Copy/Paste possible	<b>Example of revenue structure</b>  <b>Amounts in CHF</b>  <b>Example of revenue structure</b> 1. Bake sale profit: 500 (received) 2. Solidarity run: 800 (planned)  <b>In-kind Contributions (estimated values)</b> 1. Association X – space provided value estimation: 200 2. Media Y – supply of cameras value estimation: 300 3. School: materials provided (Wood, paint, saws, etc.) value estimation: 250

→Total: 2'350 CHF

## **Disclaimer**

This document is not intended to be submitted in this form. It is designed to help teachers gather the necessary information to facilitate their submissions to the Eduki Competition portal: [concours.eduki.ch](http://concours.eduki.ch). The responsibility for submitting projects lies solely with the teachers.

## **Questions?**

If you have any questions or need support, please do not hesitate to contact our team:  
[concours@eduki.ch](mailto:concours@eduki.ch)  
022 919 42 09