



# 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

<b>Draft expenditure structure</b> Copy/Paste possible	<b>Example expenditure structure</b> Information in CHF
1. Expense: xxx 2. Expense: xxx 3. Expense: xxx 4. Expense: xxx 5 Expense: xxx 6. Expense: xxx → Total: xxx CHF	Train tickets: 300 Printing costs: 256 Expert advice services: 130 Technical material costs: 1570 Room rental: 80 → Total: 2'336 CHF
<b>Revenue structure proposal</b> Copy/Paste possible	<b>Example of revenue structure</b> Amounts in CHF
1. Expense: xxx 2. Expense: xxx 3. Expense: xxx 4. Expense: xxx 5. Expense: xxx 6. Expense: xxx → Total: xxx CHF	<i>Example of revenue structure</i> 1. Bake sale profit: 500 (received) 2. Solidarity run: 800 (planned)  <i>In-kind Contributions (estimated values)</i> 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

	→ <u>Total: 2'350 CHF</u>
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## 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](https://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)

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