



7

OUR ACTIVITY BUDGET

BUDGET AREA (e.g. Activity, Media, Staff)	ITEM DESCRIPTION (e.g. Accommodation)	UNIT TYPE	UNITS	UNIT TYPE	UNIT TYPE	UNITS	UNIT TYPE	UNITS	UNIT COST	ITEM COST	COMMENTS / ASSUMPTIONS
e.g. ACTIVITY (Lobbying meeting with my Minister of Foreign Affairs)	Travel to/from the meeting	People	3		Return bus journeys	1		5.00	15.00	n/a	
	Printed hand-outs to distribute	n/a	n/a		Publications	10		2.00	20.00	* Unit price dependent on number of pages in publication	
										TOTAL =	

Feel free to continue this table on another sheet of paper if you have identified more costs that you need to budget for...