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| --- | --- |
| Name of project: |  |

**Project Budget Forecast**

If you think your project is going to incur any costs at all during the year, please complete this budget forecast, which outlines what will require funding, and how much this will be. For ease, you can easily bunch together areas of resources and place broad headlines to capture what your project needs. For example, “catering for 2 receptions”, “expenses for external speaker at conference”, or “printed publicity resources”.

Also included in this table is a column for you to consider if there are any cost-saving alternatives you can make use of to reduce your reliance on funding. Each year, there is a lot of demand from Students as Change Agents projects for the limited funds available across the University – not every project secures all the funding it needs. Additionally, if your project is to continue after you have left, you also need to think about creating a sustainable business model that relies on funding as little as absolutely possible. This extra column will help you think about how you can repurpose parts of your project to reduce the funds needed and therefore your reliance on securing them.

Once you have completed this budget forecast, you can upload it to your workflow with your completed Project Plan. You can also share this forecast with the member of staff supporting your project so that they can plan with you the next steps in applying for and securing funding.

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| --- | --- | --- |
| **Item description** | **Estimated cost** | **Cost-Saving Alternative** |
| *E.g. expenses for conference keynote speaker* | *£75 (e.g.)* | *E.g. Look at finding a keynote speaker from local area or even within the University to prevent need for expensive travel costs.*  |
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| **Total** | £ |