

### **Instructions for Using the Program Budget Tool**

Make as many copies of the tool as you and your workgroup need to complete the task.

The process for completing the Program Budget Tool is as follows:

1. Write down the details of your program's requirements in each of the categories shown in the tool. You don't have to use all of the lines.
2. Sub-total the costs by category.
3. Enter a total cost on the line provided at the end of the tool.
4. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

Be sure to update your budget periodically to account for changing costs. You may also need to do different budgets for different years in running a program over time. For example, the equipment costs may be one-time costs only and your budget for the second year will be dedicated to other, on-going costs such as staff salaries.

# Program Budget Tool

BUDGET CATEGORIES	SPECIFIC CALCULATIONS	COST ESTIMATE
PERSONNEL		
TRAVEL		
EQUIPMENT		
SUPPLIES		
OTHER		
<b>TOTAL SUM OF COSTS</b>		

Adapted from: RAND. (2007). Imm, P., Chinman, M., Wandersman, A., Rosenbloom, D., Guckenburg, S., & Leis, R. Preventing Underage Drinking: Using Getting to Outcomes with the Strategic Prevention Framework to Achieve Results. [http://www.rand.org/pubs/technical\\_reports/TR403/](http://www.rand.org/pubs/technical_reports/TR403/)