

How to develop a budget

Supporting summary and additional resources

Key points

- Use a simple spreadsheet to calculate costs
- Check what the funder will and won't pay for
- Research prices and get quotes
- Include staff, volunteers, materials, venue and overheads
- Define overheads clearly (running costs like heating, internet, admin)

Extra tips

- Avoid guessing or using round numbers
- Don't undersell yourself, ask for what you need
- Factor in inflation and rising prices

Useful resources

- [Bank of England inflation calculator](#)
- [Budget template](#)
- Get support from your local CVS (Council for Voluntary Sector) or LIO (Local Infrastructure Organisation). Find your nearest here: www.navca.org.uk/find-a-navca-member
- Make use of Funding directories (via local CVS organisations)
- Read through the National Lottery [funding guidance](#)