

Budget template

EVENTS

NOTE This template helps applicants present the costs, financing and own time contribution for events in a clear format. It can be used for summer schools, one-day events, workshops, award ceremonies, exhibitions at a fair, talks and similar formats in architecture, design and craft. All monetary amounts shall be entered in CHF. The goal is a complete and transparent event budget, not a fixed list of mandatory items.

INSTRUCTIONS FOR COMPLETING THE FORM

Please list all event-related expenses first. Outsourced work and commissions to third parties should be shown as normal expenses/costs, with the supplier, role or purpose stated as clearly as possible. The Ikea Foundation Switzerland does not pay your salaries; please report your own work as an own contribution in hours in the third section.

DETAILS OF THE APPLICANT AND PROJECT

First and last name of applicant: _____

Event title: _____

Event date or period of event: _____

Event location(s): _____

Requested contribution from the Ikea Foundation Switzerland: _____

1. EXPENSES

Total event cost (CHF)

External experts, speakers, facilitators, moderators or jury (third-party fees, if invoiced) _____

Venue / room / exhibition space rental _____

Technical infrastructure: sound, lighting, AV, stage, streaming _____

Equipment, furniture, seating, display or exhibition infrastructure rental _____

Production materials, workshop materials & consumables _____

Scenic design, exhibition design, installation/build-up & dismantling _____

Transport, freight, shipping, logistics, packaging & customs _____

Travel for speakers, tutors, guests and participants _____

Accommodation, meals and hospitality for external guests _____

Catering, refreshments, vernissage / reception / public dinner _____

Participant management, registration, ticketing platform & badges _____

Communication concept, graphic design, website & social media _____

Printing, signage, invitations, posters, flyers & ads _____

Documentation: photography, video, text, editing, archiving _____

Translation, interpretation, accessibility & mediation formats _____

Permits, licenses, insurance, security & safety _____

Administration, project management expenses (no applicant salaries) _____

Cleaning, waste disposal, storage & sustainability measures _____

Contingency / reserve (recommended 5–10%) _____

Other event expense 1 (specify) _____

Other event expense 2 (specify) _____

Other event expense 3 (specify) _____

Total expenses _____

2. <u>INCOME / FINANCING</u>	Total project income (CHF)
Own funds / savings	_____
Own contribution in materials, tools or infrastructure already available	_____
Confirmed public grants / foundations / sponsors	_____
Pending public grants / foundations / sponsors	_____
Sales, pre-orders, commissions or ticket income (if applicable)	_____
In-kind contributions / discounts / venue support	_____
 Requested contribution from other foundations / institutions:	_____
Financing 1 (specify) _____	_____
Financing 2 (specify) _____	_____
Financing 3 (specify) _____	_____
Total income / financing	_____
 Balance after financing (income minus expenses)	_____
 Funding gap and contribution requested from the Ikea Foundation Switzerland	_____

3. <u>YOUR TIME CONTRIBUTION</u>	Planned hours
Research & concept development	_____
Design development / planning / CAD	_____
Material testing & prototyping	_____
Production / making / supervision	_____
Project management & administration	_____
Documentation & communication	_____
Installation / presentation / handover	_____
Other work 1 (specify) _____	_____
Other work 2 (specify) _____	_____
Total planned own contribution (hours)	_____