

# Budget template PROJECTS

**NOTE** This template helps applicants present the costs, financing and own time contribution for design and craft projects in a clear format. All monetary amounts should be entered in CHF. The requested contribution from the Ikea Foundation Switzerland is shown separately so that the project's overall financing remains transparent. The goal is a complete and transparent project budget, not a fixed list of mandatory items. When applying for funding, please indicate which other foundations you have applied to. Leave any items that are not relevant to your application blank.

## INSTRUCTIONS FOR COMPLETING THE FORM

Please list all project-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.

## DETAILS OF THE APPLICANT AND PROJECT

First and last name of applicant: \_\_\_\_\_

Project title: \_\_\_\_\_

Requested contribution from the Ikea Foundation Switzerland (in Swiss Francs CHF): \_\_\_\_\_

### 1. EXPENSES

Total project cost (CHF)

Expert advice / mentoring / consulting (external, if invoiced)	_____
Material tests, samples & prototypes	_____
Production materials – main material(s)	_____
Production materials – additional material(s)	_____
Tools, equipment purchase or rental	_____
Workshop, studio, machine, lab or fabrication space rental	_____
Software, digital services & subscriptions (project-related)	_____
External production / fabrication / specialist services / technical services (third-party costs; list as normal expenses)	_____
Transport, freight, shipping, packaging	_____
Exhibition / presentation / venue / installation costs	_____
Insurance, permits, licenses & safety	_____
Administration & project management expenses (no salaries)	_____
Other expense 1 (specify) _____	_____
Other expense 2 (specify) _____	_____
Other expense 3 (specify) _____	_____
Contingency / reserve (recommended 5–10%)	_____
Total expenses	_____

<b>2. <u>INCOME / FINANCING</u></b>	<b>Total project income (CHF)</b>
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) _____	_____
<b>Total income / financing</b>	<b>_____</b>
 Balance after financing (income minus expenses)	 _____
 Funding gap and contribution requested from the Ikea Foundation Switzerland	 _____

<b>3. <u>YOUR TIME CONTRIBUTION</u></b>	<b>Planned hours</b>
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) _____	_____
<b>Total planned own contribution (hours)</b>	<b>_____</b>