How to use this worksheet?

1. Fill in the information as needed.

2. Transfer the Total Cost of a purchased item to the Purchased column and add it to the inventory work sheet.

3. You can add links to suppliers or any other relevant information like potential sponsors in the Status/Notes column.

4. When you update any of the worksheet, use your personal email and sign off in the purple box of the Funding Summary with the date and your name.

Growing Green Fair - Expense Budget

Item Description	Quantity	Cost Inc. Tax	Total Cost	Acquired	How was it acquired?	Status/Notes
Rentals						
Venue rental fee	1	$0.00	$0.00	$0.00	In-kind Sponsor	Again for 2025?
Advertising & Promotion						
Posters			$0.00	$0.00	Donated	Will seek donation from library again
Event schedule communication board	1		$300.00			City grant if won. To invest in something reuseable that can communicate onsite info about the event.
Public advertising road signage	5		$700.00			City grant if won. To invest in for roadway. With metal frames.
Onsite directional signage	5		$100.00			City grant if won. To invest for onsite direction for attendees
Large sign stickers	3		$50.00			City grant if won. To cover last year's date
Paid social media adds	2		$200.00			Sponsorship if received. FB & Instagram
Newspaper article	1		$300.00			Sponsorship if received. Will see if the Vision and the Review want to run an article about the event.
TV coverage	1		$500.00			City grant if won. Discounted by TVC22 from 2,500.
Radio	1		$500.00			City grant if won. Cannot provide as donation this year.
Workshops & Seminars						
Participant fees (gas, materials, time)	2		$2,000.00			City grant if won. Sponsorship if received. Budgeting 1k to invest in quality seminars and 1 or more free workshops.
Beverages/snacks						
Lunch for volunteers	1		$300.00			Sponsorship if received. Appreciation lunch for volunteers purchased from our food vendors
Totals			$4,950.00	$0.00		