



# Youth Venture Action Plan – Worksheet Format

## Section 3 of 4: **TIMELINE/ BUDGET**



Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms



**Congratulations!**  
**You're half way finished!**

You have established your Venture idea and have broken it down into goals. Now it's time to break down your goals into **specific tasks**. This timeline will help you map out the things you will need to do during your first year in order to achieve your Venture goals. Starting with the current month, fill in the months of the year. Think about your Venture goals and place all **tasks, projects, events, or anything else** your Team might do each month to work towards your goals. It's okay to have many events happening some months and none other months. {See Guide for some examples of tasks related to specific Venture goals.}



Month 2:

Month 1:

Month 12:

Month 11:

Month 3:

Month 4:

Month 5:

Month 6:

Month 7:

Month 8:

Month 10:

Month 9:

Month 5:

Month 6:

Month 7:


Month 8:

**Tip:** Some things to consider including in your timeline that will help you achieve your Venture goals are:

- Meetings
- Team-Building Activities
- Events/ Event Planning
- Finding Partners
- Volunteer Recruitment
- Fundraising
- Marketing/ Advertising/ Public Relations

Second year and beyond: (Please do not be limited by the space provided.)

# Expense Form

 Photocopy or reprint this form before you start if you need more lines for expenses!

Youth Venture grants are for **start-up** seed funding and should only be used to help cover a Venture's expenses until the Team starts earning funding on its own. List **all** of your Venture's **start-up expenses**. Please be as specific as possible, and make sure your cost estimates are accurate. For any donated supplies, write "**donation**" in the total cost column. To make room for your entire list of expenses, **photocopy this worksheet before you begin**. You can use the last column to group supplies for certain goals, events, or projects. {See Guide for common finance terms and some tips on making the most of your money.}



Supplies/Expenses	Cost of One (\$)	Number Needed (#)	Total Cost \$ (cost of one multiplied by number needed)	When will this be needed? (month)	Goal, event, or project these supplies will be used for
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
<b>Total Expenses</b> on this page: (add all numbers in Total Cost column)			\$		



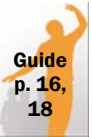
Venture Idea	Goals/ Roles/ Sustainability	Timeline/ Budget	Team Information Forms
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# Income Form

*Photocopy or reprint this form before you start if you have more than ten sources of income!*



List all of the income you expect your Venture to receive. This includes your Youth Venture seed funding and estimates for any future income that your Venture will use to sustain itself. This page is a good place to show that your Team is thinking about its income beyond Youth Venture’s initial seed funding. How will your Venture acquire funding after the start-up grant has been spent? Consider other possible sources of income, such as fundraisers, cash donations, donated services or materials, admission fees, or revenue from selling a product or service. {See Guide for example fundraising events and activities and ideas on how to leverage your seed funding to raise more money.}



Source of Income	Amount of Income (\$)	When is this expected? (month)	Comments
1. Youth Venture seed funding *			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Total Income:</b> (add numbers in 'Amount of Income' column)	\$		



\* Please state the amount of seed funding you are requesting from Youth Venture. Any money requested should be reflected as a total of specific purchases from the expense form on page 3. Any unused funds will go to support other teams. {See Guide for a list of what Youth Venture will and will not fund.}



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Now it's time to balance your income and your expenses. Please complete the following chart using pages 3-4.



- 1) Look at the expense form. Total your expenses and then indicate this total below.
- 2) Look at the income form. Total your income and then indicate this total below.
- 3) Subtract total expenses from total income to calculate your balance. Indicate your total balance below.

<b>Total Income:</b> \$ _____	<b>Total Expenses</b> \$ _____	<b>Total Balance:</b> \$ _____ (Income - Expenses = Balance)
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### Budget checklist:

Are you finished with your Team's budget? Let's double-check!

- You understand that Youth Venture only funds start-up expenses and you must use your funds within the first year of your Venture.
- You have reviewed all of the expenses listed on the **expense form**. You have remembered to include **every** expense **needed to achieve your goals**. You have researched and indicated all of the supplies that you will **buy, borrow, or receive for free**. {See Guide for some good places to research supply costs and to find cheap or free supplies.}
- You have included all of your sources of income on the **income form**. Youth Venture and your Selection Panel will want to see that you are thinking about your Venture's sustainability. Listing multiple sources of income will prove that you are thinking about the financial future of your Venture.
- You have **totaled** your **income, expenses, and balance** in the **budget summary** chart above. Check that your expenses for the year are less than or equal to your total income, or that your balance is above **zero**. Any seed funding that you don't use will be returned to YV to fund other Ventures.



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