

5 A PROPOSED BUDGET FOR THE LOTOGIPI COMMUNITY FOREST PROJECT

The Lotogipi Community Forest Project is a small 10-week geographical survey looking at community use of forest resources in Central Africa. It has three local researchers and three visiting scientists from the UK. The group aims to carry out the project within a budget of £3000 per member, namely £18,000.

PROPOSED EXPENDITURE

PRE-EXPEDITION EXPENSES (£)			Max.	Min.	Factor*
Administration	Office secretariat	Adjustable	650	–	A
	Meetings/workshops	Adjustable	300	–	A
	Email/telephone	Adjustable	400	200	A
	Printing	Adjustable	500	200	AB
	Publicity	Adjustable	200	100	A
	Launch	Adjustable	250	–	AB
Equipment	Field	Adjustable	600	200	BC
	Boats/engines	Adjustable	3000	600	BC
	Medical	Adjustable	600	60	BC
	Scientific	Fixed	600	600	BC
	Photographic	Adjustable	350	–	BC
	Radios	Adjustable	1500	–	BC
	Packing	Adjustable	500	–	BC
Insurance	Maps	Fixed	100	100	BC
		Adj./fixed	1650	800	

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Training	Adjustable	300	200	
Freight	Fixed	2300	–	D
Flights (3)	Fixed	2100	1500	BE
Planning visit (1)	Fixed	1000	700	E

FIELD EXPENSES (£)				
		Max.	Min.	Factor*
Living costs (70 days × 6 × £10 to £5/day)				
	Adjustable	4200	2100	C
Vehicle hire		2500	–	BC
Fuel allowances		1500	–	BC
Travel		1500	500	
Miscellaneous		1000	500	
Customs duty	Fixed	1650	–	F

POST-EXPEDITION EXPENSES (£)					
Administration		Adjustable	300	100	A
Report		Adjustable	800	–	AB
Photography		Adjustable	600	200	AB
Sponsors reception		Adjustable	400	200	A
Subtotal			£31,350	£8860	
Plus 10% contingency			£34,485	£9746	

*Factors: The six major factors affecting possible reduction in expenditure (your list will be longer!)

A: initial sponsorship by an organisation, school, college society or institution can reduce or eliminate these costs depending on their degree of involvement.

B: an appeal to commerce and industry for the donation of stores and field equipment.

C: loan of equipment from the government, other organisations and scientific bodies.

D: sponsorship from shipping or freighting companies.

E: ability to secure flights at a substantial discount (charter, student, APEX).

F: ability to gain permission to enter the country without having to pay customs duty on equipment.

APPENDIX 5: A PROPOSED BUDGET

EXPECTED EXPEDITION INCOME

BEFORE DEPARTURE (£)			
		<i>Max.</i>	<i>Min.</i>
Personal contributions	Local researchers (£300 to £100 each)	900	300
	UK members (£800 to £500 each)	2400	1500
Grant from sponsoring organisation		4000	1000
Grants from scientific organisations		4000	500
Grants from trusts and other grant-giving organisations		3000	500
Donations from commercial companies		3000	1000
Income from film/photography		1000	–
Advertising offers (on naming boat, etc.)		500	
Minor fund-raising projects, e.g. raffle, etc.		2000	500

ON RETURN OF EXPEDITION (£)			
		<i>Max.</i>	<i>Min.</i>
Sale of equipment		2000	800
Lecture programme at £50/lecture		1000	400
Articles in magazines		500	200
Totals		£24,300	£6700

OTHER ITEMS NOT INCLUDED IN THE ABOVE BUDGET

The above list is just a start. Presents, storage costs, immigration costs, port costs, reception and/or thank-you party in host country, lecturing, slide duplicating, mailing reports/postcards to sponsors from the field, extra costs of living in towns, hire of local guides and the rate of inflation could all be added. Look at budgets of previous projects to make sure that all the items are included in your budget. Share it with others to ask them if anything is missing.

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WILL YOU ACHIEVE YOUR TARGET?

On this model, the maximum possible that can be raised is £24,300 and the absolute minimum cost is £9746. This makes the proposed final budget of £18,000 a realistic and attainable target for this particular project. Make sure that you do a similar calculation for your own project. Keep a working copy to hand at all times.

Good luck!