

RECORDS



Tracking Money and Materials

- Break down your project into tasks and items.
- Calculate the cost of each item in the task list and add up the total.
- Find a way to track materials:
 - Did you give out materials to the community?
 - Who is in charge of the equipment you are using?
- Use our budget template (included in application form) as a guide.
- If you are buying a product or service, attach a copy of quotes and pricing information. When appropriate, consider asking for several estimates from different professionals to make sure you are getting the best deal.

Analyzing Budget and Impact

- Review your records to make a list of everything you purchased and how much it cost.
- Consider if your original estimates were accurate. Did you spend more or less than you expected?
- How many people did you reach? Was the impact less than or greater than what you anticipated?
- What did you learn? How would you do this differently if you were to do it again?
- What kind of feedback did you get from your volunteers and from the community?