

# BUDGET PLANNER

The Budget Planner Tool helps estimate the cost of your makerspace program. Whether you have start-up funds or not, this tool can serve as your planning wishlist to help you project costs and set goals for fundraising. Download the [Excel workbook](#) to get started.

Each sheet in this Excel workbook has been pre-populated with lists of tools, furnishings, and materials often found in a library makerspace, with columns to total the estimated purchase costs and estimated value of donated materials. For each item, you can mark them as either for "Purchase" or seek via "Donation".

Tools and Reusable Supplies						MAKE SELECTION	Total estimated cost for items marked "Purchase"	Actual Expense	Total estimated value of donated goods
Customize this form by adding more lines and links to products. Change the cost and link to vendor based on the actual product you have selected for purchase, or if you need an estimate, use the value provided.						Purchase	autofills	enter manually	autofills
Description	Quantity	Cost / Item	Total Cost	Example	Notes	Donation			
<b>Cutting Tools</b>									
craft knife		\$ 5.50	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
cutting mat		\$ 10.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
craft die cutter		\$ 160.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
fabric scissors		\$ 5.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
penroll sharpener		\$ 10.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
rotary paper cutter		\$ 160.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
scissors, general use (5 pack)		\$ 12.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
scissors-child size (12 pack)		\$ 13.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
utility shears		\$ 19.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
		\$ -	\$ -			MAKE SELECTION	\$ -	\$ -	\$ -
		\$ -	\$ -			MAKE SELECTION	\$ -	\$ -	\$ -
<b>Hand Tools</b>									
henry (3 pc set)		\$ 40.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
hammer		\$ 6.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
pliers		\$ 6.50	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
precision screwdrivers		\$ 6.50	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
rubber mallet		\$ 6.50	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
screwdriver set		\$ 15.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
wrench (adjustable)		\$ 18.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
		\$ -	\$ -			MAKE SELECTION	\$ -	\$ -	\$ -
		\$ -	\$ -			MAKE SELECTION	\$ -	\$ -	\$ -
<b>Powered Hand Tools</b>									
drill		\$ 68.00	\$ -	<a href="#">Link</a>	Price for low to middle range	MAKE SELECTION	\$ -	\$ -	\$ -
Dremmel		\$ 70.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
jigsaw		\$ 49.00	\$ -	<a href="#">Link</a>	Many levels of quality	MAKE SELECTION	\$ -	\$ -	\$ -
power sander		\$ 70.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
power screwdriver		\$ 30.00	\$ -	<a href="#">Link</a>		MAKE SELECTION	\$ -	\$ -	\$ -
Zip Strip-cutter		\$ 40.00	\$ -	<a href="#">Link</a>	great for cutting cardboard	MAKE SELECTION	\$ -	\$ -	\$ -

The Budget Summary (first workbook tab) pulls together the totals from each of the sheets. This summary page can be used as documentation when applying for grants and meeting with potential donors and partners. Demonstrating both the costs of your program as well as the value of the donations you are raising will be important in your discussions.

Step-by-step instructions for how to use this tool are included on the second tab of the Excel workbook.

Makers in the Library Toolkit: Budget Planner			
Start Up Funds	Date	Notes	Amount
Source 1			
Source 2			
Source 3			
Source 4			
		<b>TOTAL</b>	<b>\$ -</b>
Description	Budget	Actual	Donation Goal
<a href="#">Furniture, Storage and Safety</a>	\$ -	\$ -	\$ -
<a href="#">Computing, Digital Fabrication and Media</a>	\$ -	\$ -	\$ -
<a href="#">Tools and Reusable Supplies</a>	\$ -	\$ -	\$ -
<a href="#">Consumable Supplies</a>	\$ -	\$ -	\$ -
<a href="#">Marketing, Promo and Signage</a>	\$ -	\$ -	\$ -
<a href="#">Other (specify)</a>	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>