



INSTRUCTION PAGE

How to Use This Social Impact Multimedia Budget Template

This template is designed to help you build a complete and funder-ready budget for your **documentary, film, or multimedia social impact project**. Each section corresponds to a phase in the production and outreach process. Follow the steps below to customize it to your project.



General Guidelines

- Enter costs only in the “Cost Estimate” column (Column D).
 - Do **not delete subtotal or total cells**—they will calculate automatically (once formulas are added).
 - Use “Notes” column (Column E) to clarify line items or mark optional expenses.
 - Leave unused rows blank; delete them only if absolutely necessary.
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Section-by-Section Instructions

Header

- **Project Title** – Name of your multimedia project.
 - **Prepared By** – Your name or organization.
 - **Date** – When the budget was last updated.
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SECTION 1: DEVELOPMENT

This section covers early-stage planning and research:

- Include costs like scriptwriting, legal fees, and visual development.
 - These are typically incurred before production begins.
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SECTION 2: PRODUCTION

This includes everything related to filming:

- Crew, talent, equipment, travel, and safety supplies.

- Add line items for specific roles if needed (e.g., cinematographer, gaffer).
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SECTION 3: POST-PRODUCTION

Covers editing and finishing work:

- Sound, color, music licensing, and subtitles.
 - Be sure to budget for accessibility tools like captions or translation.
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SECTION 4: DISTRIBUTION & OUTREACH

Covers how your film will reach audiences:

- Festival submissions, press kits, social media, and screening logistics.
 - Toolkit development is ideal if you plan to work with schools or nonprofits.
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SECTION 5: IMPACT CAMPAIGN

Support your project's mission-driven engagement:

- Include workshops, curriculum design, and evaluation tools.
 - Useful for grant applications focused on community engagement.
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SECTION 6: CONTINGENCY & IN-KIND

Covers backup costs and contributions:

- Include **5–10% contingency** of your total budget to cover unexpected expenses.
 - Track **in-kind contributions** like donated time, equipment, or space.
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SECTION 7: TOTAL BUDGET SUMMARY

- Auto-calculates totals from each section (if formulas are inserted).
 - Do not enter numbers manually here—link the subtotals from earlier sections.
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Tips for Customization

- You can **add or remove rows** to fit your specific needs (e.g., additional roles or deliverables).
 - Keep descriptions **short but clear** for grant reviewers.
 - Always **round numbers** to whole dollars for simplicity.
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When You're Done

- Double-check that all subtotal and total fields match up.
- Export as PDF for submission if needed (File > Export As > Export as PDF).
- Save both a working version and a “final” version with filled-in costs.

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