



WORKSHEET

Financial Planning Template (Basic)

MODULE 4

OBJECTIVE: To begin assembling a basic financial plan.

TIME: 30-60 minutes, depending on how many activities are associated with your intervention

MATERIALS: One copy of this worksheet (for leading the exercise)

PARTICIPANTS: A few members of your multisector partnership or organization who are familiar with the activities around a particular intervention, or who are working together to plan an intervention.

Directions

Use the table below to draft your basic financial plan. Don't focus too much on getting it right—just get something down. You can refine and build it out as you go. This template is set up similarly to the Northside Home Fund example shown from earlier in this module.

In Part 1, below, list out your **Key Assumptions**. Begin by writing the goal of the intervention in the first row. Underneath that list out the specific activities you'll engage in to accomplish that goal. For example, your activity might be to rehabilitate houses. To the right, in the Year 1-Year 5 columns, list out how much of those activities you'll be doing. For example, if your activity was to buy plots of land for community gardens, you'd estimate how many plots you'd buy each year. Part 1 is to give you a space to start to think about the scope and scale of your intervention, before you try to estimate costs in Part 2.

In Part 2, estimate the uses (costs) and sources (revenue) associated with your activities listed in Part 1. Under **Uses**, get more specific on the major costs or expenses required to bring your intervention to life—e.g., hiring, acquiring land or equipment, training, or communications. **Start Up** costs are costs that you estimate you'll incur just to get the program off the ground. **Year 1-Year 5** are costs you think you'll incur as you deliver the intervention. Under **Sources**, make ballpark estimates of revenue sources, again categorizing them into revenue that might be available in your start-up phase and revenue that will be available over the duration of your activities.

Part 1: Key Assumptions

Goal:							
Key Assumptions							
Activities	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							



Part 2: Uses and Sources

Uses	Start Up	Year 1	Year 2	Year 3	Year 4	Year 5	Total

Sources	Start Up	Year 1	Year 2	Year 3	Year 4	Year 5	Total

Congratulations! You've developed a basic financial plan!

When you're ready to get more detailed, move on to our Financing Wizard at:
www.rethinkhealth.org/financingworkbook/Financing-Wizard

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