

Tips and tricks

Group finances



Contents

- Creating a budget
- Applying for financial support
- Applying for refunds
- Refund form

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Creating a budget

Before getting started on a project, its a good idea to create a bugdet to keep track of expenses.

A budget is a working document that you update as you go.

It can be as simple as creating a table with two columns:

What | Expeted cost

Create a list over all expected expenses for the project. This might be:

- rent for facilities
- fee or gift for a contributor
- food and drinks for guests
- equipment (e.g. fabric for a banner, paint)
- travel costs to the event

Sum all expected expenses

What	Expeceted cost
Food	1500
Paint	300
Banner	200
Sum	2000



Financial support

BUDGET FOR AN AMNSETY CONCERT

Amnest concert at Galleri Festiviteten (Eidsvoll)

The group has convinced several known artists to perform for free

We are applying for financial support in the amount of 18500 kr

We are expecting support from others than Amnesty:

- *Expected ticket sales: 12 000 to AIN*

The group contacts their regional office

and includes a preliminary budget

<i>What</i>	<i>Expected cost</i>
<i>Rent for Galleri Festiviteten</i>	<i>1500</i>
<i>Sound technician and sound system</i>	<i>15000</i>
<i>Tono</i>	<i>ca 2000</i>
<i>possible costs for shipping of sound system</i>	<i>undetermined</i>
<i>total</i>	<i>ca 18500</i>



Financial support

Log in to min side



In the menu at the top, choose "Mine grupper"



Scroll down, and choose "søk støtte"

Søk økonomisk støtte

Alle medlemmer kan søke om støtte til å gjennomføre Amnesty-aktiviteter og -arrangementer lokalt. Les mer om hva du kan få støtte for i våre økonomiske retningslinjer [her](#).

SØK STØTTE

REFUSJONSSKJEMA

Søknad om økonomisk støtte

Amnesty støtter i hovedsak utadrettete aktiviteter knyttet til våre prioriterte kampanjer og aksjoner, samt støtte til økt engasjement og synlighet.

Application for financial support: Amnesty mainly supports outward activities connected to prioritised campaigns and actions, as well as support for increased engagement and visibility

Fill out the form and send in. Your regional manager will receive the form and contact you.

Remember:

Groups can use up to 3000 kr annually on Amnesty's work without applying in advance. If your group keeps an overview over how much you have used throughout the year, you know how much of that amount is left.

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Apply for a refund

Deadline

1 month after
expense

[Find your region's refund form here](#)

You need to fill out:

1. Indicate your region
2. Full name
3. Address
4. Phone number
5. E-mail
6. Bank account number
7. Expenses: what did you pay for, and how much
8. Total amount: the sum of all expenses you are applying for a refund for
9. Signature (hand written)
10. Copy and paste under the form: pictures of all receipts
11. Save as: pdf

Send the completed form to faktura@amnesty.no

If you need help with filling out the form, contact your regional manager:

Region vest: amnesty.no/regionvest

Region nord: amnesty.no/regionnord

Region øst: amnesty.no/regionost

Region midt: amnesty.no/regionmidt

Region sør: amnesty.no/regionsor

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