

Use the simple table below to prepare your outline project budget. Each individual funder may ask you to present your budget in a slightly different way but the main budget headings you will need are given below.

The three questions above the table are asked by almost every funder. Prepare yourselves by working out the answers in advance.

1. What is the total cost of the project?
2. How much are you applying for from us?
3. Where will the rest of the money come from?
 - Other funders (money already secured)
 - Other funders (result of application as yet unknown)

	Year 1	Year 2	Year 3	TOTAL
Recruitment				
Staffing incl. on-costs (National Insurance, pension)				
Volunteer costs				
Training				
Travel				
Management Time				
Activity Costs – equipment & materials				
Marketing and Publicity				
Meetings – hire of venues / refreshments				
Office Costs – stationery, postage, telephone (Directly linked to project)				
% of Core Costs – Full cost recovery (If funder allows)				
TOTAL				