



# Funding budgets explained

A budget for a funding application explains **how much it will cost** to run your event or project. When you are planning a project you should try and write down everything that you might need to buy or pay for and find out how much it will cost. This might include:

- ★ Room, hall or pitch hire / rent
- ★ Lighting, heating, insurance
- ★ Phone calls, postage, photocopying
- ★ Training including trainers / tutors/ speakers / crèche
- ★ Volunteer expenses
- ★ Transport costs
- ★ Equipment

It is very important to make sure that you have considered **health and safety** and take steps to minimise any possible risk (this includes making sure that you follow legislation such as the Children Act and have qualified first aiders on hand when appropriate).

You need to check whether the venue you use has public liability insurance that covers your activity, or whether you will need to organise this.

Your finished budget should be accurate, realistic and should reflect the work that you want to do.

If you are successful the money will be part of your income. It will need to be included in your organisation's accounts as restricted income.

**Any money given must be spent on what it was given to you for.**

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