

Budget guidance

All applications must be accompanied by a detailed budget.

Your budget needs to:

- Show projected income and expenditure for each year that you are requesting our support
- Clearly show, in each year, what income is secured and what is still pending
- Make sense in relation to the narrative of your application
- Include costings for everything you are proposing to deliver in your application
- Add up. Check your figures carefully to make sure your budget adds up correctly.

Some example budgets are available to download on the right hand side of the page.

Applying for funding towards running costs

If you are asking us for a running costs grant, please send us the full budget for your organisation.

Applying for funding towards a project

Please detail the full cost of the project you are asking us to fund. You can apply to us for some of your overheads as well as the direct costs of a project. Please ensure that any overhead amounts are proportional to your request.

Direct project costs are costs that relate clearly and directly to a project. Examples of these include the salaries of project workers, volunteer expenses, and small items of equipment such as a laptop if this is essential to the project.

Overheads are costs that partly support the project, but also support other projects or activities that your organisation provides. Examples include a proportion of the salaries of core staff (such as your administrators or senior managers), rent and utility costs.

Applying for funding towards a salary

If you are applying for a salary that is non-project specific, for example your General Manager, whose post works across your organisation, please send us your full organisational budget.

If you are applying for a salary that is project-specific, for example a Project Leader on one of the six projects your organisation delivers, please send us the full budget for that project, not just the salary costs of that one individual.

Applying for funding for a Holiday Grant

Please include the full costs of your trip. You should break down the cost of each element. For example, this could include transport, food and drink, and activity costs.

The budget should also show how you will pay for the trip, listing each source of money. This will include your pending application to The Henry Smith Charity and how you plan to cover the rest of the cost. For example, this could be parental contributions, individual fundraising, and grants from other charities.

Example budget 1

Budget				
Description	2017	2018	2019	Total £
Head of Community Engagement	37,000	38,295	39,635	114,930
On-costs				
NI (13.8%)	5,106	5,285	5,470	15,861
Pension (3%)	1,110	1,149	1,189	3,448
Rent	7,292	7,512	7,736	22,540
Administration	3,200	3,200	3,200	9,600
ICT/Equipment	800	1,000	400	2,200
Travel Expenses	4,158	4,303	4,454	12,915
Volunteer Information Packs	2,000	2,000	2,000	6,000
Volunteer Manager Training	2,000	2,000	2,000	6,000
Volunteer Training	7,500	6,000	6,000	19,500
Volunteer Reward & Recognition	2,000	2,000	2,000	6,000
Games Management Seminar	2,000	2,000	2,000	6,000
Volunteer Manager	28,000	28,980	29,994	86,974
NI (13.8%)	3,864	3,999	4,139	12,002
Pension (3%)	840	869	900	2,609
Total Expenditure	£106,870	£108,592	£111,117	£326,579
Total Income				
Named Contract Income	10,000	10,000	10,000	30,000
Named Funder Income	20,000	10,000		30,000
Total	£30,000	£20,000	£10,000	£60,000
Shortfall	£76,870	£88,592	£101,117	£266,579
To apply for from The Henry Smith Charity	25,623	29,531	33,706	88,860
To apply for from 2 nd Named Funder	25,623	29,531	33,706	88,860
To apply for from 3 rd Named Funder	25,623	29,531	33,706	88,860

Example Budget 2

Name of Applicant Organisation	Peer Support Project					Notes -% of costs from main budget
	2017-18	2018-19	2019-20	2020-21	TOTAL	
Income						
Named Statutory Source	29,995	0	0	0	29,995	
Named Funder	22,500	45,000	45,000	22,500	135,000	
Named Funder	15,000	15,000	15,000	0	45,000	60% of this grant goes towards peer support, 40% strategic work
Request from Henry Smith	0	15,000	22,000	30,000	67,000	
Total income	67,495	75,000	82,000	52,500	276,995	
Salaries / Fees						
Director salary Note 1	15,975	10,710	10,924	11,143	48,752	45% 2017/18 & thereafter 30% of Director salary
Employers' NI	810	1,134	1,152	1,172	4,268	
Pension (5%)	799	536	546	557	2,438	
Peer Support Sessional Worker @£200 per day	21,600	30,000	34,000	38,000	123,600	100% peer support worker costs
Administrator	2,700	5,175	5,175	5,175	18,225	75% of admin worker
Total Salaries and Fees	41,884	47,554	51,798	56,047	197,283	
Other Key Costs of Running Service						
Travel & subsistence of peer sessional support worker (£150 per day for third of total days from 2017-18)	5,400	7,500	8,500	9,500	30,900	100% peer support worker travel
Travel & subsistence Director	405	270	270	270	1,215	45% of Director travel & thereafter 30% of Director travel
Travel and expenses for volunteers (£150 per day, 10 days)	1,500	1,500	1,500	1,500	6,000	100% of expenses for volunteers
Telephone & internet	900	927	955	955	3,737	75%
Supervision	840	2,520	2,520	2,520	8,400	100%. From 2018 all workers have at least one hour per month
Small group emotional support sessions	400	1,050	1,050	1,050	3,550	100%
Training & Development of staff / volunteers	900	900	900	900	3,600	80% of training days
Support materials (including leaflets)	374	1,350	0	0	1,724	75%
Internet and website Note 2	150	5,250	150	150	5,700	75%
Total Other Key Costs of Running Service	10,869	21,267	15,845	16,845	64,826	
Overheads						75% of overheads
Office supplies (including postage) and IT consumables (e.g. Ink)	1,352	1,392	1,434	1,477	5,656	
Office rent, rates and utilities Note 3	0	0	3,750	3,750	7,500	
Trustee expenses	450	675	675	675	2,475	
Payroll and accounts management	494	509	525	540	2,068	
Utilities (electricity, gas, water) Note 4	189	195	0	0	384	
Insurance (Employers' liability, Trustee liability & professional indemnity)	338	348	358	369	1,412	
Fundraising and strategic support	4,725	4,725	4,725	4,725	18,900	
Legal and Professional Fees	225	263	300	338	1,125	
Annual Conference and Report	750	773	796	820	3,138	
Total Overheads	8,523	8,879	12,562	12,693	42,658	
Total Revenue Costs	61,276	77,700	80,205	85,585	304,766	
Capital Expenditure						
Two netbooks & printer plus software	1,570	0	0		1,570	
Total Capital Expenditure	1,570	0	0	0	1,570	
Total Project Cash Costs - Capital & Revenue	62,846	77,700	80,205	85,585	306,336	
Total organisation costs	124,685	125,983	128,944	135,786	379,612	
NOTES						
1. Includes a 2% inflationary payrise						
2. Website refresh due in 2018-19						
3. No office costs in short term as all team members work from home						
4. From 2018-19, these costs will be part of rent						

Example 3

Money Advice Service
Budget 2017-20

Expenditure	2017-18	2018-19	2019-20
Salaries	£125,000	£128,750	£132,613
Staff Expenses	£413	£426	£439
Volunteer Expenses	£5,438	£5,602	£5,770
Recruitment	£608	£626	£645
Staff and Volunteer Training	£5,115	£5,269	£5,427
Rent	£6,949	£7,158	£7,373
Heat and light	£1,059	£1,091	£1,124
Room Hire	£1,462	£1,506	£1,551
Insurance	£2,568	£2,645	£2,724
IT	£4,539	£4,676	£4,816
IT upgrade / development	£0	£6,500	£0
Promotional Material	£284	£293	£302
Stationery, phone, post	£3,858	£3,974	£4,093
Memberships/subs/publications	£869	£895	£922
Evaluation	£2,500	£2,500	£5,000
Total	£160,665	£171,911	£172,798
Secured			
Named Funder	£74,272	£78,727	
Named County Council	£17,500		
Named Funder	£5,000		
Named Funder	£19,018	£38,249	£38,847
Total	£115,790	£116,976	£38,847
(Deficit)/Surplus	-£44,875	-£54,935	-£133,951
Henry Smith Charity (requested)	£40,000	£42,000	£44,000
(Deficit)/Surplus	-£4,875	-£12,935	-£89,951