

**PROJECT BUDGET INFORMATION**

This is a sample to assist you in filling your project budget

<b>PROJECT BUDGET SUMMARY (for Foundation use only do not override the formulas)</b>	
<b>How much are you requesting from RFHE?</b> <i>This will fill in automatically</i> after you have completed the requested from RFE columns in the project budget below. (the requested amount cannot exceed the total expenses amount). Please ensure this figure is the same as <b>Amount requested from the Foundation</b> on page 1 of your application.	<b>£ 105,000</b>
<b>Total amount of confirmed income you are expecting towards your project?</b> (do not include the amount you are requesting from RFHE) <i>This will fill in automatically</i> after you have completed the Project Income table below	<b>£ 11,000</b>
<b>Total amount of unconfirmed income you are expecting towards your project?</b> (do not include the amount you are requesting from RFHE) <i>This will fill in automatically</i> after you have completed the Project Income table below	<b>£ -</b>
<b>Total Budget</b> <i>This will fill in automatically</i> after you have completed the expenses table below. Please ensure this figure is in the same as the <b>Total Budget</b> on page 1 of your application.	<b>£ 116,000</b>

Funding to be clarified - This will fill in automatically	£ -
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**PROJECT BUDGET**

Please summarise your project budget. All amounts must be given in £ sterling (GBP) rounded up to the nearest pound. You can insert additional rows as needed.

You may apply for up to 3 years funding. Fill in the expenses column for each year you want to apply for funding.

All greyed out cells will fill in automatically

Expense items (e.g. staff, travel, administration)	Expenses Year 1	Requested from RFE Year 1	Expenses Year 2	Requested from RFE Year 2	Expenses Year 3	Requested from RFE Year 3	Total budgeted expenses	Total Requested from RFE
Full salary cost	£35,000	£35,000	£35,000	£35,000	£35,000	£35,000	£105,000	£105,000
Conference participation	£1,000	£0	£1,000	£0	£1,000	£0	£3,000	£0
Resources	£500	£0	£0	£0	£500	£0	£1,000	£0
Distance learning hardware and software	£5,000	£0	£1,000	£0	£1,000	£0	£7,000	£0
Other - please list and use additional rows below							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
							£0	£0
<b>Total project expenses</b>	<b>£41,500</b>	<b>£35,000</b>	<b>£37,000</b>	<b>£35,000</b>	<b>£37,500</b>	<b>£35,000</b>	<b>£116,000</b>	<b>£105,000</b>

**OTHER PROJECT INCOME**

Please list the income that is confirmed and the income that is unconfirmed (e.g. applications not yet approved).

More lines can be inserted if needed.

OTHER PROJECT INCOME	Income Year 1 (in £)	Income Year 2 (in £)	Income Year 3 (in £)	Total Income (in £)
<b>Confirmed income (e.g. grants, donations)</b>				
Internal department funding	£ 2,000	£ 2,000	2000	<b>£6,000</b>
Private donor funding	£ 5,000			<b>£5,000</b>
				<b>£0</b>
				<b>£0</b>
<b>Total confirmed income</b>	<b>£7,000</b>	<b>£2,000</b>	<b>£2,000</b>	<b>£11,000</b>

<i>Unconfirmed income (e.g. pending grants)</i>				
				£0
				£0
				£0
				£0
				£0
				£0
<b>Total unconfirmed income</b>	£0	£0	£0	£0
Other (please specify in the budget explanation section)				£0
<b>Total income</b> (Excluding the awarded amount from RFHE)	£7,000	£2,000	£2,000	£11,000

**BUDGET EXPLANATION (REQUIRED)**

Please use this space to provide a detailed explanation of your budget items including a breakdown of salaries (eg. hours, wages, etc.) Click on the field below and start typing.