

PROJECT BUDGET

Please fill in the form, save it and upload it.  
Grey cells will fill in automatically.

PROJECT EXPENSES

Please list the project's expense items e.g. staff salaries, supplies and materials, administrative costs, travel, accommodation, expert fees, supplies and materials, equipment etc.  
must be given in £ sterling (GBP) rounded up to the nearest pound. Additional rows can be inserted as needed.  
You may apply for up to 3 years funding. Fill in the expenses column for each year you are applying for funding.

| Expense items          | Expenses<br>Year 1 | Requested<br>from RFHE<br>Year 1 | Expenses<br>Year 2 | Requested<br>from RFHE<br>Year 2 | Expenses<br>Year 3 | Requested<br>from RFHE<br>Year 3 | Total Expenses | Total requested<br>from RFHE |
|------------------------|--------------------|----------------------------------|--------------------|----------------------------------|--------------------|----------------------------------|----------------|------------------------------|
| 1. Consultant visit    | £2,500             | £2,500                           |                    |                                  |                    |                                  | £2,500         | £2,500                       |
| 2. Packaging materials | £1,500             | £1,000                           |                    |                                  |                    |                                  | £1,500         | £1,000                       |
| 3. Transport           | £200               | £200                             |                    |                                  |                    |                                  | £200           | £200                         |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
|                        |                    |                                  |                    |                                  |                    |                                  | £0             | £0                           |
| Total project expenses | £4,200             | £3,700                           | £0                 | £0                               | £0                 | £0                               | £4,200         | £3,700                       |

PROJECT INCOME

Please list the income that is confirmed (eg. own funding) and the income that is unconfirmed (e.g. requested grants pending). Additional rows can be inserted as needed. Grey cells will fill in automatically.

Confirmed Income (e.g. internal funds, tickets sales, in-kind contributions, allocated costs, grants awarded, donations received etc.)

|                        |   |     |
|------------------------|---|-----|
| Internal funding       | £ | 500 |
|                        |   |     |
|                        |   |     |
|                        |   |     |
|                        |   |     |
| Total confirmed income | £ | 500 |

Unconfirmed Income (requested grants pending etc.) Do not list amount requested from RFHE.

|                          |     |
|--------------------------|-----|
|                          |     |
|                          |     |
|                          |     |
| Total unconfirmed income | £ - |

Funds not yet raised

|   |     |
|---|-----|
|   |     |
|   |     |
| Other (please specify in the budget explanation section ) |     |
| Total funds not yet raised                                | £ - |
|   |     |

BUDGET EXPLANATION (REQUIRED)

Please use this space to provide a detailed explanation of your expense items including a breakdown of salaries (eg. hours, wages etc), equipment, volunteer time. Please also clarify your income sources including unconfirmed funding, funds not yet raised and in kind contributions.

1. Archive consultant = 3 days + report writing = £2,500.

2. New packaging: boxes = £X, folders = £Y

3. Transport for staff = X tickets @ £X per person

|   |      |
|---|------|
| Total project income before request<br>(not including the requested amount from RFHE) | £500 |
|   | 12%  |

|  |
|--|
|  |
|--|

| PROJECT BUDGET SUMMARY - FOR INTERNAL USE ONLY - PROTECTED FORMULAS   |         |      |
|---|---------|------|
| <b>Total Project Budget</b><br><i>This will fill in automatically after the Project Expenses table above is completed. Please ensure this figure is the same as the <b>Total Project Budget</b> in page 1 of your application.</i>  | £ 4,200 | 100% |
| <b>Total confirmed income towards your project</b><br><i>This will fill in automatically after the Project Income table above is completed</i>  | £ 500   | 12%  |
| <b>Total unconfirmed income towards your project</b><br><i>This will fill in automatically after the Project Income table above is completed</i>  | £ -     | 0%   |
| <b>Funds not yet raised</b><br><i>This will fill in automatically the Project Income table above is completed</i><br>(If the value of this cell is not "0", please explain in the budget explanation section)   | £ -     | 0%   |
| <b>Requested from RFHE</b><br><i>This will fill in automatically after the Project Expenses table above is completed.</i><br><i>(the requested amount cannot exceed the total project expenses amount). Please ensure this figure is the same as <b>Amount requested from the Foundation</b> in page 1 of your application.</i> | £ 3,700 | 88%  |

|  |     |
|--|-----|
| Budget balance check (income - expenses) - This will fill in automatically | £ - |
|--|-----|