

HOW?

Setting your budget

A budget is one of the most important elements of a funding proposal, it is important that it is accurate and realistic. Your organisation should have yearly budgets relating to all the activities of the group. This will act as the basis for your project budget. If this proposal is only part of your group's work you can include a reasonable proportion of your core costs (rent, admin etc) in the budget.

Key points to consider:

Many funders divide budgets into **capital** (one off expenditure such as equipment or setting up costs) and **revenue** (on going running costs).

Staff

- this includes wages, national Insurance, any pension contributions, annual pay rises.

Premises

- rent, heating, lighting, water, insurance

Administration

- postage, stationery, photocopies, telephone

Project specific

- equipment, transport

Events

- meetings, seminars, launch

Publications

- newsletter, report

Remember!

Keep a note of how you arrived at your

figures, so you can explain them if you are asked to.

If you are planning for next year's expenditure, don't forget to include inflation on all costs. (A general rule is 3% for salaries and 2% for other costs)

Most funders have a limit on how much you can apply for. You need to have considered where you will make up any shortfall. For example, you could undertake to obtain second hand computer equipment as your contribution (match funding), or use volunteer time as an "in-kind" contribution.

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Who are we?

High Peak CVS works to ensure that local voluntary and community groups can access as much support, advice and information as possible. We help groups in many different areas, such as funding, charity registration, practical services including printing, training and links to training and with legal issues. We have resources, including a meeting room, computers and OHP for use by groups.

To find out how we can help you, please contact us on 01663 735 350 or email hello@highpeakcvs.org.uk
Visit us at www.highpeakcvs.org.uk



HOW? Guides are written by High Peak CVS, for use by voluntary and community groups across the High Peak.

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