

Cost Example

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1. Introduction

Section 10 of the online form asks you to provide details of the cost of your project. It will help your application if you can explain and show what funding is needed to complete your project. The aim of your cost breakdown is to show us that you have considered all of the costs needed to deliver your project.

2. Completing the online form

You must enter at least one 'Description of Item', and at least one 'Grant Required' figure and one 'Your Match / Other Funding' figure, even if the figure entered is 0.

Please enter only numbers into columns (a) and (b) you don't need to use the £ sign.

Description of Item	Grant Required The amount you are requesting here a)	Match or other funding The amount you are contributing here b)
community space at £45 for half a day. 20 half day workshops x £45 = £900 at 50%. 4 Swap events at £90 =360	810	450
Community Leader time 6hrs x £21 x 20weeks = £2520 at 50% Volunteer expenses £6.50 x 20wks x 4 people = £520	1780	1260
sewing machines £95 x 3 = £285 + tables £50 x 3 =150 Total = £435	435	0
thread, zips, scissors, cutting board, ironing board, iron, mannequin = £250	250	0
resource leaflet, contents, design, printing leaflet x 2000 = £1500. Distribution at workshops and Swapping events	1500	0
monitoring reports 2 hrs x £21,x 2 = £84. End report 8hrs x £21 = £168 total =£252 at 50%	126	126

You should add up your costs for each column (a and b) so you can check the calculation shown on the form, see below.

Your total Community Fund Grant requested (a) is **£4,901.00**

Your total match / other funding (b) is **£1,836.00**

Your Total Project Costs c) i.e.(a+b) are **£6,737.00**

Check the box to confirm that all of the figures provided, and the calculations made are correct.

3. Uploading a document

If you want to do your own, more detailed, cost (and for a regional project that could be a good idea), you can upload your cost breakdown document. To do this you can use the upload document button in Section 10.

Please note: If you are uploading your cost breakdown as a document, you are still required to add total costs directly onto the application form.

To do this, simply insert in the 'Description of cost item' column 'Please see document attached', then use Column A to state how much funding you are requesting, and Column B to state your match / other funding. Please see an example of how this would work below:

Description of cost item	Grant funding requested (a)	Your match / other funding (b)
Please see attached document	7540	2000