**Project Budget for:** *(insert name)*

**Instructions:** Enter any capital costs in section 1 and a total at the bottom of the table.

Enter details of funds raised in section 2 and a total of all funds raised at the bottom of the table. Complete the summary table in section 3 with your total project (capital and revenue) costs, funds raised and your current funding gap. Please note that awards are based on capital costs only. Revenue costs include such things as salaries, management costs etc.

Save this document on your computer.When completing the Benefact Trust online application form, upload this document at question C2. **Section 1. Capital Costs**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Cost type** (see guidance notes) | **Description** | **Amount** |
| *Example* | *Building adaptation costs* | *Re-fit of church kitchen to meet current needs* | *£10,000* |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
|  |  | **Total Capital Costs** | **£** |

**Section 2. Funds Raised**For each entry, please enter one of the following funding types: Grants, Donations, Reserves, Fundraising Events, Crowdfunding/online fundraising, Legacies, Sale of Property, Pledges, Loans/Mortgages, Other

|  |  |  |
| --- | --- | --- |
|  | **Funding type** (see guidance notes) | **Amount raised** |
| *Example* | *Grants* | *£2,000* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
|  | **Total Funds Raised** | **£** |

**Section 3. Summary**

|  |  |  |
| --- | --- | --- |
| **Total Capital Costs** (From Section 1) | £ | For question D1 in your application form please include ALL project costs. Please note, however, your grant will be based on capital costs alone, as stated here. |
| **Total Revenue Costs** (if applicable) | £ |  |
| **Total Project Costs (revenue & capital)** | £ | This figure should be entered at question D1. |
| **Total Funds Raised** (From Section 2) D3 funds raised plus D5 pledges | £ | This figure should be entered at question D6 on your online application form. |
| **Funding Gap** | **£** | **Total project costs minus funds raised.** |

**Guidance NotesCapital costs**When entering capital costs, please use one of the following cost types for each entry in the table in section 1, and ensure that you only provide details of costs that are eligible for support as detailed below.

|  |  |  |
| --- | --- | --- |
| **Cost type** | **Costs that can be included** | **Costs that cannot be included** |
| Building adaptation costs | Essential building adaptations required |  |
| Equipment costs | Costs of equipment clearly necessary to **enable you to deliver your project** | Tablets and phones to be given or loaned to users of new services being provided |
| Other capital costs | Any other capital costs that are **essential for your project.** |  |