# PROJECT BUDGET TEMPLATE

**Please provide project budget details, ensuring all fields are completed. If a budget line is not required for your project ie travel, please mark ‘N/A’.**

***Some fields will not be relevant to your project.* Quotes from reputable suppliers must be provided to support application. *Please attach.***

**\*\*All sections of the Budget must be completed and supporting quotes included in your email for your Grant to be assessed\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Type** | **Amount** | **Description of expense item** | **Supplier/Vendor** |
| **Program Costs**  (eg speaker costs, venue hire etc.) |  |  |  |
| **Equipment**  (Note that some equipment is available free of charge through SSAA, but must be booked at least 1 week in advance) |  |  |  |
| **Promotions** |  |  |  |
| **Consumables** |  |  |  |
| **Travel** |  |  |  |
| **Other** (Please specify) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Income** | **Amount** | **Description of who you have received these funds from** |  |
| **Other grants received/ requested** |  |  |  |
| **Personal Contribution** |  |  |  |
| **Sponsorship** |  |  |  |
| **Other** (Please specify) |  |  |  |
| **Grant Amount Requested**  Subtract your INCOME from your EXPENSES to calculate Grant Amount Requested |  |  |  |