



Advice on preparing the budget for your application

- ◆ Be realistic about costings, Don't over or underestimate the cost or time you need.
- ◆ Make sure the budget links closely with the 'project description' section on your application form.
- ◆ Make sure the costs add up correctly, the income and expenditure need to balance.
- ◆ There are pre-set locked formulas throughout the template, do not override these formulas! They are in place to do the maths, so you don't have to!

Boxes with formulas on the template include

- Total expenditure (for all expenditure lines)
 - Total income (for all income lines)
 - Total expenditure per year
 - Total income per year
 - Total expenditure
 - Total income.
- ◆ Before submitting, double check that all figures add up correctly, and no pre-set locked formulas have been overwritten.
 - ◆ If totals do not balance you will see an error message in **red**, in column A, line 2, stating '**Income and Expenditure do not match. Please revise before submission**'.



Costings/Expenditure lines

- ◆ In Column A, **briefly** describe the cost or income.

Expenditure line examples:

- ❖ Training events and meetings
 - ❖ Production of print training resources
 - ❖ Central online resource hub: Developing, editing, and managing time
 - ❖ Creation, preparation, project management and quality assurance of programme
 - ❖ Staff costs
 - ❖ Project lead.
- ◆ Columns B, C & D – projections per year of the cost of the expenditure described.
 - ◆ There are formulas on the template which means that when you enter your expenditure, the table does the maths for you.
 - ◆ Column F 'assumptions' give **brief** descriptions to any assumptions you've made.

Cost assumptions examples:

- ❖ 0.2 full time equivalent - 1 day per week
- ❖ MAT contribution
- ❖ Stakeholder management, keeping external partners updated
- ❖ Project lead, 1 day per week x 39 weeks
- ❖ 9 schools x 12 sessions x £33 per hour x 2 hours.

Income lines

- ◆ In Column A, **briefly** describe the income.

Income line examples:

- ❖ Grant Request to SHINE
 - ❖ MAT Contribution
 - ❖ School Contribution
 - ❖ Philanthropic Funding
 - ❖ External Donor.
- ◆ Columns B, C & D – enter the amount of income per year.
 - ◆ Column E, will calculate the total.
 - ◆ Column F 'assumptions' give **brief** descriptions to any assumptions you've made.



Income assumption examples:

- ❖ £10,000 of in-kind funding split over years 1 and 2
- ❖ Philanthropic funding secured
- ❖ Grant request to SHINE for half of Trust staffing costs
- ❖ In-kind funding towards staff time and venue costs.

Balancing your Expenditure, Income & Totals

- ◆ The income and expenditure for each year of, and the total project should match.
 - ❖ If the income is greater than the expenditure, you are asking SHINE for more money than you need.
 - ❖ If the expenditure is greater than income, you won't have enough money to run the project.
 - ❖ For each column, ensure the total expenditure and total income match per year and in total

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- ◆ Before submitting, check that the '**difference between income and expenditure**' equals £0. If this is not £0 you should double check and rework your application before submitting.



Troubleshooting

- ◆ Sometimes if you've checked the formulas are all correct but things still don't add up/balance it's because pence aren't shown in the spreadsheet. This is because SHINE only provide grants in whole pounds so you should ensure you round your figures before entering them on to the budget template.