Things to think about:

- Your budget looks *forward*, over the next 12 months. (In contrast, your financial statements look *backwards*).

- Make sure you include the dates, such as the next 12-months, you are writing the budget for.

- A list of all your costs to deliver the project, and/or that your organisation will use to operate.

- If you are looking to purchase equipment or similar items, we only need one quote from your preferred place.

- Use the description section and additional notes to explain parts of the budget if needed.

- A list of all the income you have received and expect to receive for the coming 12 months.

- List 'in-kind' support - things like volunteer time or donated goods that are not money.

- Your total income and total costs should be similar.

- Tell us about any income or costs that have changed significantly since last year.

- Consider that it will take 2 months to get a decision (up to $25,000), or 4-5 months for $25,000+. *(Your 12-month budget needs to start after this time)*

Income section

Income Source	Description	Amount
Foundation North (unconfirmed)	This application	$ 25,000.00
Lotteries Community (unconfirmed)	Application for operating costs - decision due November	$ 20,000.00
COGS - Far North (confirmed)	Funding to run a wānanga over Matariki	$ 2,000.00
Pub Charity (confirmed)	Grant for new computers	$ 3,000.00
Fundraiser (estimate)	Volunteers raising funds by doing a fun run and BBQ's	$ 5,000.00
	Total income:	$ 55,000.00

In-kind support	Description	Estimated Amount
Programme volunteers	Each week, volunteers help us to run our programmes. Approximately 2 hours per week, at $25 per hour	$ 2,600.00
Donated supplies	We receive offcuts from a local carpet firm for craft supplies	$ 1,000.00
	Total in-kind support:	$ 3,600.00

Expenses

5. List your big costs, such as staff salaries and rent, separately.

6. Smaller costs like power, water, internet can be combined together if easier.

7. Include one quote for equipment or other items you wish to purchase with a grant from Foundation North.

You might also include a job description and their contract if asking for funding for a new role.

8. Foundation North will fund operating costs up to 30% of your last year's total expenses.

For example, if you spent $50,000 last year, you can apply for up to $15,000 towards these costs.

9. Use notes to provide more information if needed.

Expense item	Description		Amount
Operating costs	Administrator - contract (10 hours per week, $31ph) *1	$	16,120.00
	Rent per year as per lease agreement	$	4,800.00
	Power, internet, insurance costs - based on last years costs	$	1,500.00
	Total operating costs:	$	22,420.00
Programme costs	Programme facilitator - contract (15 hours per week, $33ph) *1	$	25,740.00
	Wānanga - including petrol, kai and koha for the marae	$	2,500.00
	Regular programme costs, including kai and supplies	$	1,500.00
	Evaluation of programme *2	$	1,000.00
	Total programme costs:	$	30,740.00
Equipment purchase	2x new computers from Pub Charity grant	$	3,000.00
	Total equipment costs:	$	3,000.00
	Total expenses:	$	56,160.00

Notes	Description
1	Signed contracts for the Administrator and Programme facilitator are attached to this application.
2	A quote from the Evaluation company is attached

Funding Hub - Cost Item Table

Your budget:

The cost item table in the Funding Hub:

9. Click the green '+' to add new lines.

10. Add the total(s) of what you are applying for and enter it as the 'total cost'.

11. Enter the amount you are applying to Foundation North towards each item.

12. Make sure the last two fields match the amount you are requesting from Foundation North!

Operating Costs vs Project Costs?

What is an Operating Cost?

- Costs that your organisation needs to run, no matter what you do.

- These are costs such as office rent, the fee for Xero, power, insurance, and a wage for an administrator.

- They are regular monthly or yearly costs.

- Anything to do with the governance (Board) of your organisation is usually an operating cost.

Hint: If you are buying something like a computer, this is usually an equipment purchase, not an operating cost, even if it is to be used by your administrator or project coordinator.

What is a Project and Programme cost?

- Costs that your organisation only spends when running a project or programme.

- They usually go up or down depending on the number of people involved, or the places served, etc.

- They are costs such as wages for a programme facilitator or project coordinator, resource development, travel costs, wānanga, and the evaluation.

Sometimes, it's not always clear if something is an operating, project or programme cost. Just do your best and the Foundation North team can help guide you if needed!