



Things to think about for multi-year budgets:

- How many years do you want to apply for funding for? Typically, Foundation North can consider requests for up to 3 years of funding.
- How will your costs change over three years? For example, pay rises, increases in rent and other costs.
- What other projects might you want to do in 3 years' time? If you are successful with a multi-year grant, you cannot come back to Foundation North for another grant until this one is finished.
- You might need to estimate year 2 and year 3 amounts based on what you know for year 1.
- Not all costs need to happen every year. For example, a strategy wānanga may only happen every 2nd year.
- It's ok to estimate increases in income from things like fundraising campaigns, but we might ask for your work plan to achieve these increases.
- If you don't know what future increases in salaries/wages will be, it's OK to estimate a cost of living rise. For example, a 2% rise on a \$50,000 salary is \$51,000 in year 2 and \$52,020 in year 3. The percentage will change when cost of living is going up faster.



Income section

Change to the name of your organisation.

Enter the amounts you are requesting each year from Foundation North.

Enter the months and years this budget covers.

For example, a 3-year budget would be April 2024 to March 2027.

Tell us which income is confirmed, unconfirmed, or estimated.

Lines can change from year to year, and might not be every year.

The total row and last column calculate automatically.

Use the notes section to include any additional information if needed.

Organisation Name				
Budget for: April 202X - March 202X				
	Year 1	Year 2	Year 3	Total over 3 years <input type="text"/>
Income				
Foundation North (this application)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Lottery Community (unconfirmed)	\$ 70,000	\$ 70,000	\$ 70,000	\$ 210,000
XZY Foundation	\$ 40,000	\$ 40,000	\$ 40,000	\$ 120,000
COGS (confirmed)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Other gaming Charity (confirmed)	\$ 15,000	\$ -	\$ -	\$ 15,000
Donations (estimated)	\$ 20,000	\$ 21,000	\$ 22,000	\$ 63,000
Gala fundraiser (estimated) *1	\$ 30,000		\$ 40,000	\$ 70,000
				\$ -
Total Income	\$ 280,000	\$ 236,000	\$ 277,000	\$ 793,000

Notes (*) Description

1 The Gala is only held every second year. Run to fund our strategy wānanga and special projects in those years



Expenses

List your big costs separately.

Smaller costs can be grouped.

You can estimate the change in costs over the years, but we might ask for an explanation of how you did.

Some costs might be for one year only, or only for some years.

Operating Costs								
Management salary	\$	75,000	\$	77,500	\$	80,000	\$	232,500
Administration salary	\$	50,000	\$	50,000	\$	50,000	\$	150,000
Office rent	\$	25,000	\$	25,000	\$	25,000	\$	75,000
Cleaning	\$	5,000	\$	5,000	\$	5,000	\$	15,000
Utilities (power, internet, insurance)	\$	4,000	\$	4,250	\$	4,500	\$	12,750
							\$	-
Total Operating Costs	\$	159,000	\$	161,750	\$	164,500	\$	485,250
Project/Programme Costs								
Programme Facilitator salary	\$	35,000	\$	37,500	\$	40,000	\$	112,500
Van Lease (see quote attached)	\$	8,000	\$	8,000	\$	8,000	\$	24,000
Travel costs (insurance, petrol, car maintenance etc)	\$	3,000	\$	3,000	\$	3,000	\$	9,000
Programme costs - kai, volunteer koha, etc	\$	2,500	\$	3,000	\$	3,500	\$	9,000
							\$	-
Total Project Costs	\$	48,500	\$	51,500	\$	54,500	\$	154,500
Capacity and Capability								
Strategy Wānanga	\$	20,000	\$	-	\$	20,000	\$	40,000
Professional Development	\$	10,000	\$	10,000	\$	10,000	\$	30,000
Social Enterprise Research	\$	20,000	\$	20,000	\$	10,000	\$	50,000
Social Enterprise Seeding	\$	-			\$	20,000	\$	20,000
New website	\$	20,000	\$	-	\$	-	\$	20,000
							\$	-
Total C&C Building Costs	\$	70,000	\$	30,000	\$	60,000	\$	160,000
Total Expenses	\$	277,500	\$	243,250	\$	279,000	\$	799,750

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

For example, if you spent \$250,000 last year, you can apply for up to \$75,000 each year towards these costs.



Funding Hub – Cost Item Table

Your budget:

Organisation Name				
Budget for: April 202X - March 202X				
	Year 1	Year 2	Year 3	Total over 3 years
Income				
Foundation North (this application)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Lottery Community (unconfirmed)	\$ 70,000	\$ 70,000	\$ 70,000	\$ 210,000
XZY Foundation (unconfirmed)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 120,000
COGS (confirmed)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Other gaming Charity (confirmed)	\$ 15,000	\$ -	\$ -	\$ 15,000
Donations (estimated)	\$ 20,000	\$ 21,000	\$ 22,000	\$ 63,000
Gala fundraiser (estimated) *1	\$ 30,000	\$ 40,000	\$ -	\$ 70,000
Total Income	\$ 280,000	\$ 236,000	\$ 277,000	\$ 793,000
Operating Costs				
Management salary	\$ 75,000	\$ 77,500	\$ 80,000	\$ 232,500
Administration salary	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Office rent	\$ 25,000	\$ 25,000	\$ 25,000	\$ 75,000
Cleaning	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Utilities (power, internet, insurance)	\$ 4,000	\$ 4,250	\$ 4,500	\$ 12,750
Total Operating Costs	\$ 159,000	\$ 161,750	\$ 164,500	\$ 485,250
Project/Programme Costs				
Programme Facilitator salary	\$ 35,000	\$ 37,500	\$ 40,000	\$ 112,500
Van Lease (see quote attached)	\$ 8,000	\$ 8,000	\$ 8,000	\$ 24,000
Travel costs (insurance, petrol, car maintenance etc)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
Programme costs - kai, volunteer koha, etc	\$ 2,500	\$ 3,000	\$ 3,500	\$ 9,000
Total Project Costs	\$ 48,500	\$ 51,500	\$ 54,500	\$ 154,500
Capacity and Capability				
Strategy Wānanga	\$ 20,000	\$ -	\$ 20,000	\$ 40,000
Professional Development	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
Social Enterprise Research	\$ 20,000	\$ 20,000	\$ 10,000	\$ 50,000
Social Enterprise Seeding	\$ -	\$ -	\$ 20,000	\$ 20,000
New website	\$ 20,000	\$ -	\$ -	\$ 20,000
Total C&C Building Costs	\$ 70,000	\$ 30,000	\$ 60,000	\$ 160,000
Total Expenses	\$ 277,500	\$ 243,250	\$ 279,000	\$ 799,750

The cost item table in the Funding Hub:

Click the green '+' to add new lines.
One line per year
and cost type.

Add each years
total as the 'Total
cost'. (only 3 of 6
illustrated below)

Cost Items

Cost Item	Description of Item	Total Cost	Foundation North Requested
Operating costs	Year 1	\$159,000	\$75,000
Operating costs	Year 2	\$161,750	\$75,000
Operating costs	Year 3	\$164,500	\$75,000
Programme costs	Year 1	\$48,500	\$25,000
Programme costs	Year 2	\$51,500	\$25,000
Programme costs	Year 3	\$54,500	\$25,000

Make sure the last
two fields match the
total amount you
are requesting!

Shortfall: \$339,750

Total cost item(s) requested: \$300000

Total Requested
from Foundation
North

\$300,000

This column should
have the amount you
are asking for from
Foundation North for
each line.



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!



Other types of costs

What is a Capacity and Capability cost?

- Costs for professional development, training programmes, or specialist advice and support that lifts the capacity and capability of your organisation.
- Examples include a training course, strategy development, and evaluation.
- They are usually one-off costs, or only for a fixed period of time.
- This can include the staff time cost to participate in training or backfill their role if needed.

What is an Equipment cost?

- Costs to buy equipment or tools, such as computers and gardening tools.
- They are usually one-off costs that can be used multiple times or multiple years.
- Usually, you will have examples of the items you need to buy, such as a quote or screenshot of price.

Hint: If you have a quote, attach it to your funding application.



Building costs

What is a Building cost?

- Costs to repair, upgrade or construct buildings and other structures. *It is not the costs to run a building, such as power or cleaning.*
- Usually, you will have a quote from builders, an electrician, or a plumber. Or compliance related costs from council.
- You will need to attach these quotes with your application.
- Building projects may require documentation such as land ownership, consents, detailed planning, environmental factors and more. See:

<https://www.foundationnorth.org.nz/application-guide/documents-to-submit>

Please note:

- Foundation North has strict limits on the amount of funding you can apply for building costs.

At the time of writing, requests of up to \$99,999 are accepted anytime. Requests over this must apply through the Community Building Projects fund:

<https://www.foundationnorth.org.nz/funding/fund/community-building-projects>

- However, Marae can apply at any time.
- There are also exclusions for some buildings depending what they are used for and who owns them. Please see:

<https://www.foundationnorth.org.nz/application-guide/exclusions-and-limitations>