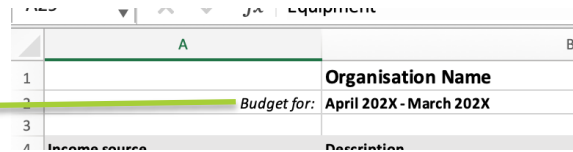


# Things to think about:

- 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	B
1		<b>Organisation Name</b>
2	Budget for:	April 202X - March 202X
3		
4	Income source	Description

- 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

1. Make sure to list Foundation North and the amount you are asking us for.

2. For income not confirmed yet, tell us when you expect to get a decision.

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

3. Tell us about income that is confirmed and not confirmed.

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

4. Include donations other than money in the in-kind section.



# 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.

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
	<i>Total operating costs:</i>		\$
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
	<i>Total programme costs:</i>		\$
Equipment purchase	2x new computers from Pub Charity grant	\$	3,000.00
	<i>Total equipment costs:</i>		\$
		<i>Total expenses:</i>	\$ 56,160.00

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.

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:

Income source	Description	Amount
Foundation North (unconfirmed)	This application	\$ 25,000.00
Lottery 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
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	2x new computers from Pub Charity grant	\$ 3,000.00
Total equipment costs:		\$ 3,000.00
Total expenses:		\$ 56,160.00
Profit (loss)		\$ (1,160.00)

The cost item table in the Funding Hub:

Cost Item	Description of Item	Total Cost	Foundation North Requested
Operating costs	Administrator, rent, power, internet, insurance	\$22,420	\$15,000
Programme costs	Programme facilitator, regular programme costs and evaluation cost	\$30,740	\$10,000
Equipment	Laptop	\$3,000	
Total cost item(s) requested:		\$25,000	
Total Requested from Foundation North		<input type="text" value="\$25,000"/>	

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!



# 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>