



Beatrice Gilmore
Charitable Trust

BUDGET GUIDANCE NOTES

A good budget should demonstrate exactly what your project aims to do, without an accompanying narrative. Our Budget Template has a 'notes' column for each budget line. Please use this to expand upon the budget line to make it clear what the cost is for and, if relevant, how you have worked this cost out. There is a simple template if you are applying for a one-off grant and a multi column template if your grant request covers more than one year.

Total Costs and our Contributions

Each section has double columns. The first shows the total cost of running the full project including our contribution. The second (colour highlighted) shows the amounts you are asking the Trust to contribute. It is important for us to see the full project costs, even if you are not asking us to fund certain elements of the project.

For one off projects there are just the two columns to complete.

For multi-year projects please complete the Year 1, Year 2, Year 3 columns for the full project costs and then the Beatrice Year 1, Beatrice Year 2, Beatrice Year 3 columns to show which elements you are requesting our funding for.

We prioritise projects with an element of matched funding or a contribution in kind (not necessarily £ for £). We expect our contribution to be at least 40% of the project cost. Please be aware that we do not fund international travel, conferences, scholarships, food and accommodation.

Operation Costs

These are the costs of implementing your project activities, such as training beneficiaries in new skills, provision of resources and liaison with the local community.

Capital Costs

These are large pieces of equipment or resources that are required to deliver the project.

The expectation is that enduring assets such as vehicles or your own office equipment will be provided through match funding; you should show such items in the total budget but not in the column for Beatrice funding.

If you are providing items of a capital nature to the beneficiaries and these are essential to their ongoing ability to remain self-sufficient then these can be shown in the Beatrice columns and are eligible for funding.

Salaries

Be clear what the full time equivalent (FTE) is for each salary line. For example, a part time staff member working 3 days a week would be 0.6 FTE. 2 staff working full time would be 2 FTE. This makes it clear exactly who is working on the project, and to what extent.

Overheads

We understand that to implement good quality projects, organisations need overhead costs to operate effectively and drive the projects forward. We also understand that for smaller organisations with less fundraising resources, these can be hard to find funding for. We would not expect overheads to exceed 15% of the overall project cost.

Monitoring, Evaluation and Learning (MEL)

The Trust values good quality MEL that can demonstrate impact, uncover issues and contribute to wider bodies of evidence. There is no rule for how much you can request for this, but as a guide we would expect this to be between 5 – 15% of the total project cost depending on the scope of your project and MEL activities, and whether you are commissioning an external evaluation. Programmes which are hoping to provide a significant contribution to evidence on a certain approach may have larger MEL budgets. If this is the case, please be clear about why this is needed in the MEL section of the application form.

Inflation Rates

If your project is for more than 1 year you should consider inflation rates and ensure that this is reflected in the costs of Year 2 and/or Year 3.

Exchange Rates

Please submit budgets in GBP. Where you have worked out costs in a local currency, please state the exchange rate used.

Contingency Costs

In exceptional circumstances contingency costs up to a maximum of 10% will be considered by the trustees, but full justification for why these are required must be provided and any underspend returned at the end of the grant.