



Glasgow Communities Fund

1 April 2020 – 31 March 2023

Step By Step Guide to the Budget Template

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The Budget Form is where you provide details of the cost of your project over 1, 2 or 3 years. Please ensure that you adhere to the minimum grant of £20,000/maximum grant of £200,000 per year.

The Budget Template is available in Microsoft Excel for PC users and in Numbers for Mac users.

The Form is divided into 5 Worksheets:

Worksheet 1 – Help notes

This provides details of what is covered under each of the budget headings. Please note anything that is not covered must be detailed under “Other” in Worksheet 2 – Budget.

Here we also provide some useful weblinks that will assist you with your budget proposal.

What will and will not be supported?

We will fund some or all of your costs including:

- Employee costs including staff salaries and training;
- Activity and programme costs;
- Running costs including premises, utilities, equipment;
- Event costs;
- Full Cost Recovery of the costs associated with delivering the project; and
- Professional fees and costs including audits, consultancy support.

We will **not** fund the following:

- Capital costs;
- Religious or political activities;
- Costs already funded by someone else;
- Costs incurred before the activity starts;
- Alcohol or drugs;
- Recoverable VAT;
- Loans or interest;
- Mortgages; and
- Core activities out-with Glasgow.

Please note that this list is not exhaustive.

Worksheet 2 – Budget

This is where you should provide a breakdown of your total project costs and the level of funding requested from the Glasgow Communities Fund.

Employee costs – you cannot enter any information here as this will be automatically taken from the information provided on Worksheets 3, 4 and 5.

Non-Employee/Administration Costs – enter the total project costs in Columns C, F and I (only complete the columns for the years that you are requesting funding for) and the level requested from the Glasgow Communities Fund in Columns D, G and J. Please note that Columns L, M and N will calculate automatically.

Property Costs - enter the total project costs in Columns C, F and I (only complete the columns for the years that you are requesting funding for) and the level requested from the Glasgow Communities Fund in Columns D, G and J. Please note that Columns L, M and N will calculate automatically.

Professional Fees and Costs - enter the total project costs in Columns C, F and I (only complete the columns for the years that you are requesting funding for) and the level requested from the Glasgow Communities Fund in Columns D, G and J. Please note that Columns L, M and N will calculate automatically.

Other Costs/Miscellaneous – you must list these costs in Rows 11 – 17 as well as the total project costs in Columns C, F and I (only complete the columns for the years that you are requesting funding for) and the level requested from the Glasgow Communities Fund in Columns D, G and J. Please note that Columns L, M and N will calculate automatically.

Total costs at the bottom of the table will be calculated automatically.

Worksheet 3 – Salaries 2020-2021

This worksheet requires you to list ALL staff posts involved in **this project** whether they are funded via the Glasgow Communities Fund or not. Please DO NOT list all the staff posts within your organisation. You should complete columns A – G (entering a 0 where there are no costs). You should also complete Column J – number of hours the Glasgow Communities Fund will support for each post(s). Column K will calculate automatically.

Please note that automatic calculations will not work if you do not complete all of the columns in the worksheet and your submission will be ineligible.

Worksheet 4 - Salaries 2021-2022

Follow the same format as Worksheet 3.

Worksheet 5 – Salaries 2022-2023

Follow the same format as Worksheet 4.

Returning to Worksheet 2 – Budget, please note that the boxes at the bottom of the template will automatically calculate and this should be copied exactly to your Application Form Section B17.