

THE LEGAL EDUCATION FOUNDATION
Grant application budget requirements

The following notes are provided to assist with the provision of a project Budget for your grant application.

An example format is included below should you wish to use it.

Please bear in mind that, if your application is successful, the Budget will be added to the Grant Agreement and we will require you to report on expenditure against the approved budget on a regular basis. We will also require you to provide a cash flow forecast for the project at that time.

Income:

If you have sourced or intend to source other income to cover some of the costs of the project please show that separately. If the grant request is therefore for only a portion of the total costs of the project please make that clear in your budget

Main expenditure categories

Please split the project expenditure between any of the following categories which are relevant

Staff costs:

Include details for each role and include salary, national insurance and pension costs if applicable. In the details section provide information about the number of days per week and period of the work.

Other direct expenses:

Split other direct costs into headings which are appropriate for your project, for example travel, events, consultancy, training, course materials etc..

Indirect expenses:

Please show indirect or overhead costs separately.

We would expect overheads to be a maximum of 10% of the total grant applied for.

Capital costs:

Separately identify any capital items required for the project.

If the project is expected to run for 2 years or more please include a note regarding any allowance for inflation or salary increases that you have included.

If you are not able to recover VAT please include the gross costs in your budget.

