# Budget Template

***Notes:***

*There are additional notes with relevance to specific budget sub-headings on the second tab of this spreadsheet.*

*Once completed, please submit a PDF copy of the budget template with your application.*

## All costs should be ex GST and in whole dollars only

| | | Project $ | Other $ | Total $ | Justification |
|---|---|---|---|---|---|
| **A.** | **PERSONNEL**<br><br>***Sub total for section A*** | | | | |
| **B.** | **PROJECT MANAGEMENT**<br><br>***Sub total for section B*** | | | | |
| **C.** | **PROJECT ACTIVITY**<br><br>***Sub total for section C*** | | | | |
| **D.** | **RESOURCES**<br><br>***Sub total for section D*** | | | | |
| **E.** | **MISCELLANEOUS COSTS**<br><br>***Sub Total for section E*** | | | | |
| | | | | | |
| ***Total Budget*** | | | | | |

# Budget Template Advice

| General Advice for Applicants | Hyperlinks and Help |
|---|---|
| A justification of the budget is necessary - don't just rely on the numerical information in the budget template.<br>The columns must add up. Check with a calculator or cross check to the side of the template. If you embed automatic calculations, check they are correct.<br>Funding should be used in the most economical and appropriate manner possible. Consideration should be given to what resources may already be available prior to requests to purchase assets and materials.<br>Details of funding or in-kind support from other sources should be costed under the 'Other' column | |
| **Personnel** | |
| This should include the salaries, wages and on-costs of personnel who have overall responsibility for managing and implementing the planned project activities.<br>The role title, level of each appointment and the hours per week (or percentage of time committed) should be specified in the justification box.<br>Personnel can be appointed on a casual or fractional basis although it is recommended that Professional Staff be appointed on fractional rather than casual rates if the work involves employment that extends beyond a 2 month period.<br>All personnel costs must be calculated on the UTAS Salary Costing Worksheet first, then transposed onto the Budget Template. This will ensure that 'on-costs' are calculated into the total figure requested.<br>Personnel expenses that pertain to activities specific to planned project activities (for example, external workshop facilitators or invited guest speakers) should be costed under the Project Activities sub-heading, along with all travel and related costs. | UTAS Salary Costing Worksheet |
| **Project Management** | |
| This should include expenditure which directly links to the administration and management of the project. Items to be budgeted for include all non-personnel related expenditure including core team meetings, stationery, travel and consumables.<br>The items budgeted for under this sub-category can be thought of as logistical expenses, rather than those relating directly to project deliverables, which can be costed out under Project Activity.<br>Note that travel under this sub-category refers to travel which supports the management of the project rather than that which relates to a project deliverable (to be costed under Project Activity).<br>Please refer to the UTAS Travel Policy for information pertaining to staff travel. All expenditure must adhere to this policy. | UTAS Staff Travel Policy |
| **Project Activity** | |
| This section should include all expenditure related to project deliverables; i.e. all costs which directly contribute to specific activity or outcome outlined in the project application.<br>Examples of project Activity expenditure would be:<br>travel and personnel costs associated with specific activities (i.e. specialist workshops with external facilitators);<br>hosting costs for workshops, conferences and other professional learning activities (including catering);<br>website development and/or toolkits/support resources; publications (including production costs);<br>dissemination and evaluation activities. | |
| **Resources** | |
| All hardware (for purchase or hire), software, hire of other equipment and the purchase of other assets must be included in the Resources sub-category of the budget. | |
| **Miscellaneous Costs** | |
| For all other expenditure relevant to proposed project activities that aren't covered in the aforementioned sub-categories of the Budget Template | |