

Name of Project		
Description	Total Costs	Grant Requested
Capital Costs		
List each item		
Revenue Costs		
Salary (list names & costs)		
NI (10% of salary)		
Office running Costs		
Desk space & related costs		
Rent		
Electric/Heating		
Telephone		
Insurance		
Postage		
Stationery		
Photocopier		
Repairs/Maintenance		
Internet/Comp maintenance		
Sundries		
Audit		
Other Costs		
Recruitment/Selection		
Induction/familiarisation		
Travel (.30p per mile)		
Events		
Training		
Marketing/Advertising/Promotion		
Equipment		
Expenses		