

HISTORY MAKERS – PEOPLE WHO SHAPED OUR WORLD **ROUND 5**

**APPLICATION SUPPLEMENTARY INFORMATION SHEET - PROJECT BUDGET / EXPENDITURE**

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| --- | --- | --- | --- | --- | --- |
| A |  B | C |  D |  E |  F |
| Budget Heading – *Please provide a budget Heading for each line of expenditure e.g. Interpretation, Consultant, Designs, Marketing, Project Management, Digital Production, Build etc.* | Item Detail and or Asset Detail – *Please provide a detailed breakdown of all proposed expenditure for the project e.g. Designers Fees, Projection Equipment, Printing costs, Installation costs, purchase and installation of projection, desks, monitors etc.*  | Total cost of item | Amount requested from AIM Biffa Award | Amount requested from other funders/own reserves | Which funders/own reserves are providing this? |
| *Example: Audio Visual Display* | *E.g. purchase of projection equipment* | *£1,500* | *£1,000* | *£500* | *Own reserves* |
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| **Total**  |  | £ | £ | £ |  |

**NOTES FOR COMPLETION OF BUDGET & EXPENDITURE FORM**

PLEASE SUBMIT THIS FORM AT THE SAME TIME AS YOUR FULL APPLICATION FORM.

*Please insert additional rows if necessary.*

* AIM Biffa Award would prefer to fully fund an item where possible, if not fully funded then the cost of History Makers funding will need to be known. Column D
* The total of Column C should be the same as your answer to the ‘Total cost of project’ question in the application form (2.8).
* The total of Column D should be the same as your answer to the ‘Net amount requested from AIM Biffa Award’ in the application form (2.9).
* Please include all other funds you are using for the project in column E. This can include your own funds and any other grants or donations.
* If you can claim your VAT back, please do not include VAT in the costs. If you cannot claim VAT back, then do include VAT in the costs.
* Eligible Project Costs. At least 92.5% of the grant must be used in the creation of new permanent exhibitions/interpretation at your project site. This can include design and development work. See below for further information regarding eligible expenditure.
* A maximum of 7.5% of the grant can be used for supporting work such as, site-based education resources or publicity material and creating content for the History Makers website. Project management costs can be included within the 7.5% overall management costs.

Refer to Question 3.5 and Section 6 of the application guidance notes or contact AIM if you have a query regarding eligible works.

* Please be clear as possible when describing what your proposed expenditure relates to. This information will be used to register the costs of the successful applications with ENTRUST and allow us to map your project payments against expected expenditure.
* Assets - The definition of an asset is any individual item with a value in excess of £500 that could potentially be sold on.  Examples may include an exhibition, interpretation, information boards, etc.  In terms of exhibition work, redevelopment, refurbishment restoration or conservation of existing items are not categorised as assets. At this stage, please list the expected asset purchases for your project. Successful projects will be asked to record, update and maintain their asset list accordingly for future monitoring.
* All equipment funded by your grant must be an eligible cost, (see examples below). Funded equipment must be secured and used for the specified site(s) only. For all projects purchasing portable equipment, detail will need to be provided on the security and storage arrangements these items. (See Application form, question 3.14)
* Any payments being proposed to connected parties for project goods and services will need to be declared. A connected party is any individual or organisation related to or linked to the EB. If so, please provide details.

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| EXAMPLES OF ELIGIBLE EXPENDITURE |
| Project management - in-house & consultancy *(up to 5% of grant request)* |
| Design consultation - (*in direct support of exhibition)* |
| Graphic panels and other 2D design (design and print) - (*in direct support of exhibition)* |
| Display cases (design and manufacture) - (*in direct support of exhibition)* |
| Object mounting and display, design and manufacture - (*in direct support of exhibition)* |
| Interactives, design and manufacture - (*in direct support of exhibition)* |
| Installation & fit out - (*in direct support of exhibition)* |
| 3D Design and Setworks - (*in direct support of exhibition)* |
| AV software development- (*in direct support of exhibition)* |
| AV hardware *(inc. touch screens etc)* - (*in direct support of exhibition)* |
| AV content development *(inc. filming)* - (*in direct support of exhibition)* |
| Conservation *(in direct support of exhibition)* |
| Transportation of objects for display - (*in direct support of exhibition)* |
| Lighting, gallery and case (*in direct support of exhibition)* |
| Dressing up costumes - (*in direct support of exhibition)* |
| On-Site printed materials – e.g. a children’s trail *(design costs only)* ★ |
| Content for History Makers website★  |
| On-site publicity materials *(design costs only)* ★  |
| Digitisation and Photography (*in direct support of exhibition)* |
| Apps *(on site only and in direct support of exhibition)* |
| Education Resources (on-site) ★ |
| Research (inc. mileage and travel costs)★ |
| ★These elements together could only form a maximum of 7.5% of your total grant request. |
| EXPENDITURE THAT IS NOT PERMITTED  |
| Opening event costs |
| Non site-based materials |
| Printing costs of marketing materials |
| Websites |
| Core costs of an organisation |
| Office equipment |
| Furniture |
| Physical improvements or alterations to premises solely to meet Equality Act requirements |
| Portable items that will be taken off-site |
| Events |
| Marketing |
| Preliminary fees and permissions *(e.g. planning, listed building consent)* |
| Training |
| Feasibility studies |
| Recruitment and Tender costs |
| End of Grant Project Video  |
| Evaluation  |

ENTRUST will review projects prior to approval to ensure that each proposal has acceptable LCF costs for the proposed activity.

Acceptable costs are those costs that are necessary for the project to go ahead and directly lead to the actual physical provision, maintenance or improvement of an amenity.

Costs should therefore relate to physical works at the amenity and will include the costs of contractors and/or volunteers carrying out the works on site, costs in managing the contractors or volunteers while on site, and the purchase of equipment and materials used on the project. Any project management costs must be clearly and specifically related to the project. The bulk of project expenditure should be funding physical works however other costs directly related to the delivery of the physical works are allowable. All costs must be reasonable and relevant to the project.

OTHER FUNDERS FORM

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| **Other Funders: have you applied to any other funding bodies for funding towards this project? If YES, please give details**  |
| **Name of Funder** |  **Amount requested** | **Amount**  | **Date Secured?**  | **If unsecured, expected date for outcome** |
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| **Total**  |  |  |   |  |