Section 5: Your project costs and budget template

**You can download and use this template.**

**Remember to save when completed and then upload as part of your application.**

**Please confirm which WE Heal Grant you are applying for (tick ONE)**

|  |  |
| --- | --- |
| Micro-grant (minimum £500 to maximum £1,500) |  |
| Project Grant (minimum £2,000 to maximum £5,000) |  |

|  |  |
| --- | --- |
| Please state the total amount you are **requesting from the WE Heal fund** | £ |
| Please state the **total cost** of your project | £ |

**Please provide a total breakdown of your project costs and income**

**Key things to remember:**

* **Your budget must balance (your income needs to be the same as your expenditure).**
* **Please break down your figures clearly so we can see how you have worked out costs.**
* **You can add extra rows to all tables if required.**

# Income

(Include requested WE Heal funding and **all** additional funding sources in your calculations **not** including any in-kind support)

| **Income** | **Description** | **Status: Expected or confirmed?** | **Amount £** |
| --- | --- | --- | --- |
| Request from **WE HEAL** Women’s Arts, Health and Wellbeing Fund |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total festival income** |  |  |  |

# Expenditure

Your expenditure should be for the **total cost** of the project you are applying to do, clearly indicating what items the WE Heal grant will pay for eg., creative practitioner or arts therapist fees, materials, room hire, translators, access costs etc.

Please ensure you include an allocation for **contingency** costs as part of your project budget.

| **Expenditure** | **Description** | **Amount £** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total festival expenditure** |  |

# In-kind support

Please describe any in-kind support you have or hope to secure to support delivering the project.

| **Description**  | **Status: Expected or confirmed?** | **Amount £** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total in-kind support** |  |

**When completed, please save and upload as part of your application.**