Budget table for Plus Funds applications

For your application, please provide details of total amount requested along with a clear budget breakdown that demonstrates you are applying for an appropriate amount of money to deliver your project. Successful Plus Funds projects will be asked to report on monthly spend against these anticipated costs and to submit a budget overview in their final report. *Columns in grey are to be used by successful projects for their monthly/final reports*

Brief description of activity/project:

> *Create ideas-building network for Green Energy:*
> - *Two-day face-to-face networking event for FLFs to meet with representatives of windfarm industry - planned for Aug 2021 at a conference centre in Central England*
> - *Two full-day online networking/ideas generation events (in Jun and Oct 2021)*
> - *Creation of online community for registered FLFs*

Total amount requested for project:	**£13, 552.00**	**Date**	25/4/2021		
Budget items	Anticipated cost (excl. VAT)	PF Cost Code	Actual cost	Under/over-spend	Receipt provided?
Month 1 : May 2021					
Hosting of website for network	£385.00				
Networking tool/add-on/app for website (£20 per month)	£20.00				
Staff Costs – Graphic Designer	£180.00				
Venue fee for August event	£1500.00				
Total for Month	**£2,085.00**				
Month 2: Jun 2021– online event					
Facilitator for workshop	£2000.00				
Key speaker for event	£540.00				
Networking tool/add-on/app for website (£20 per month)	£20.00				
Transcription service (Otter.ai) (£15 per month)	£15.00				
Total for Month	**£2575.00**				
Month 3: Jul 2021					
Prepayment of accommodation for attendees and speakers/facilitators (£100 x 23)	£2300.00				

Prepayment of subsistence at event	£800.00				
Graphic Designer for documentation	£180.00				
Printing Costs	£180.00				
Staff costs for preparation (2 days @ £120 per day)	£240.00				
Total for Month	**£3700.00**				
Month 4: Aug 2021 – Two-day event					
Travel costs for attendees (£100 x 20)	£200.00				
Travel costs for speakers/facilitators (£100 x 3)	£200.00				
Networking tool/add-on/app for website (£20 per month)	£20.00				
Transcription service (Otter.ai) (£15 per month)	£15.00				
Additional in person facilitation	£880.00				
Total for Month	**£1315.00**				
Month 5: Sep 2021					
Networking tool/add-on/app for website (£20 per month)	£20.00				
Transcription service (Otter.ai) (£15 per month)	£15.00				
Total for Month	**£35.00**				
Month 6: Oct 2021 – online event					
Facilitator for workshop	£2000.00				
Key speaker for event	£540.00				
Networking tool/add-on/app for website (£20 per month)	£20.00				
Transcription service (Otter.ai) (£15 per month)	£15.00				
Total for Month	**£2575.00**				
Month 6: Nov 2021					
Networking tool/add-on/app for website (£20 per month)	£20.00				
Transcription service (Otter.ai) (£15 per month)	£15.00				
Total for Month	**£35.00**				
Additional Support from the Network					
Support for online events including moderators					
Support developing an online presence inc social media					
Total project costs	**Anticipated**		**Actual**	**Over/under-spend**	
Total Cost	£12,320				
Total Cost + 10% Contingency	**£13,552**				