**Document 4**

**Project Budget**

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| **Project Budget** | | |
| **Name of Project** | |  |
| **Staffing costs:** | | **Please give rationale for costs** |
| Staffing costs: |  |  |
| Salaries including Employers PRSI | € |  |
| Staff recruitment costs | € |  |
| Staff travel and subsistence costs | € |  |
| Staff direct telephone costs | € |  |
| **Programme costs:** | | |
| Venue hire | € |  |
| Course / training materials | € |  |
| Tutor/facilitator costs | € |  |
| Advertising and publicity costs | € |  |
| Design and printing costs | € |  |
| Website costs - specific to project | € |  |
| Equipment – small project items | € | **Capital Equipment costs (for example laptops) - they cannot exceed €1,000** |
| **Other: Please specify** |  |  |
| Item 1: | € |  |
| Item 2: | € |  |
| **Indirect overhead costs:** |  | **Rent, light heat etc. – these can be no more than 10% of the application.** |
| Item 1: | € |  |
| Item 2: | € |  |
| **Total cost of project:** | **€** |  |