**Document 4**

**Project Budget**

|  |
| --- |
|  **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:**  |  **€**  |   |