The project budget provides a line item account of income and expenses. A good budget should be detailed enough to provide necessary information for the grant reviewers and to serve as the budget guideline for the project team.

You must use the template provided as part of the Heritage Support Grant proposal.

The template has three different sections: income, expenses and balance. The document has built in formulas and will automatically calculate totals. The second line in the income section calculates a 15% match. This is the required cash match amount.

The project budget can only include direct costs. It cannot include indirect costs, operational costs or administrative expenses such as utilities or salaries for permanent staff.

This Excel file can be downloaded from the HSG website under the Resources page.
Income
This section includes all funding coming in for the project. The first line will list the Heritage Support Grants request in the budgeted column. Other lines under the income section will document any other sources of income, including the 15% cash match, funds already in hand, or any other funds being used for the project.

Expense
List anticipated expenses by line item. Include descriptions, unit numbers and prices. Use the Notes column to reference any project estimates, website details, or other relevant information.

Some projects can reasonably include contingency funds, especially building projects or those that are weather dependent. If you’re not sure whether you should include contingency funds in your expenses, talk to your coach.

Balance
The total income amount should equal the total expense amount with a projected balance of zero. Contact your coach in case there are remaining funds.

Until any HSG funding is provided or actual expenses incurred, only the “Budgeted” column will be used. The “Actual” column is left blank until then. The “Difference” column automatically fills in any difference.