

ERF BUDGET – EXAMPLE/GUIDANCE:



ERF Budget:	Project Title	Text in red is example/explanation
Date last updated/version:	9-Feb-23 / v1	

Activity	Description	Supplier	Estimate/quote	Total	Incl VAT / Net?	Project	AMEY/SCC
What is the spend in this line?	Add any relevant further detail e.g. quantity or price per item	Name intended supplier if known			Read FAQ if unsure	Funds held and spent by the Lead Organisation	Retained by SCC to pay our own teams
Equipment & Infrastructure - PHYSICAL ASSETS YOU CAN TOUCH AND FEEL							
<i>e.g. 5 x Gazebos for events</i>	<i>e.g. Purchase 5 gazebos as a community asset</i>	<i>e.g. Gazebos R Us</i>	<i>Confirmed cost</i>	<i>£4,005.00</i>		<i>£4,005.00</i>	
SCC Works and Maintenance - THESE ARE LIKELY TO BE ESTIMATES AT THIS STAGE AND MAY CHANGE AT THE POINT OF ORDERING ITEMS							
<i>e.g. banner bracket purchase and installation x15</i>	<i>e.g. 15 sets of banner brackets purchased via Amey at £98.67 per bracket</i>	<i>Amey</i>	<i>Estimate</i>	<i>£1,480.05</i>			<i>£1,480.05</i>
<i>e.g. standard Jasper bench purchase and installation x 2</i>	<i>e.g. To be purchased via Amey, including fees and maintenance costs (commuted sum)</i>	<i>Amey</i>	<i>Estimate</i>	<i>£4,414.74</i>			<i>£4,414.74</i>
Revenue Costs - FEES FOR GOODS AND SERVICES, CONSUMABLES							
<i>e.g. banner design x 3</i>	<i>e.g. design of three lamppost banner designs and associated branding</i>	<i>e.g. Creative Types</i>	<i>Confirmed cost</i>	<i>£400.00</i>		<i>£400.00</i>	

<i>e.g. Community Fun Day event costs</i>	<i>e.g. all associated event costs, including: management, licenses, promotion, consumables and so forth</i>	<i>e.g. Range of suppliers to be appointed</i>	<i>Estimate</i>	<i>£7,500.00</i>		<i>£7,500.00</i>	
			SUB TOTAL	17,799.79		£11,905.00	£5,894.79
Management Fees - CAPPED AT 5% OF THE TOTAL PROJECT VALUE							
<i>e.g. Financial Management Fees</i>	<i>1.5 days per month of existing staff member, to be reimbursed at £150 per day for the duration of the project (52 weeks)</i>	<i>e.g. Firth Hall Charity Hub</i>	<i>Confirmed cost</i>	<i>£3,375.00</i>		<i>£3,375.00</i>	
<i>e.g. Oversight and Leadership</i>	<i>CEO to spend 2 hours per month overseeing delivery and leading the Project Steering Group</i>	<i>e.g. Firth Hall Charity Hub</i>	<i>Confirmed cost</i>	<i>£3,000.00</i>		<i>£ 3,000.00</i>	
Salaries - CAPPED AT 15% OF THE TOTAL PROJECT VALUE							
<i>e.g. Project Manager</i>	<i>Project Manager to be appointed at c. £150/day, for 2.5 days per month for the duration of the project (52 weeks)</i>	<i>e.g. Not yet known - recruitment required</i>	<i>Estimate</i>	<i>£4,500.00</i>		<i>£4,500.00</i>	
Contingency	<i>Set at around 5-8% of total costs</i>			<i>£2,323.73</i>		<i>£2,323.73</i>	
			TOTAL	48,798.31		£37,008.73	11,789.58

ERF Budget quarterly profile:	Project Title
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- Drop in all of your budget lines into this tab and map out when you envisage the spend will take place.
- This could be over one or several quarters, depending on what it is and when you want the activity to happen.
- Put the costs into the correct column for each quarter - Project or Amey.
- You should aim for all of your budget to be spent by Q6 (September 2024).

Activity	Qtr1 (Apr-Jun 23)	Qtr 2 (Jul - Sep 23)		Qtr 3 (Oct - Dec 23)	
		PROJECT	AMEY	PROJECT	AMEY
<i>[Do not schedule any delivery before August 2023]</i>					
Equipment & Infrastructure					
Gazebos for events					
SCC Works and Maintenance					
Banner bracket purchase and installation					£1,480.05
Standard Jasper bench purchase and installation					£4,414.74
Revenue Costs					
Banner design				£400.00	
Community Fun Day event costs					
Management Fees					
Financial Management Fees		£675.00		£675.00	
Oversight and Leadership		£600.00		£600.00	
Salaries					
Project Manager				£1,125.00	
Contingency - TBC		£2,323.73			
	TOTALS	£3,598.73	£ -	£2,800.00	£5,894.79

	Qtr 4 (Jan-Mar 24)		Qtr 5 (Apr-Jun24)		Qtr 6 (Jul-Sep 24)		TOTALS		
	PROJECT	AMEY	PROJECT	AMEY	PROJECT	AMEY	TOTAL	TOTAL PROJECT	TOTAL AMEY
Equipment & Infrastructure	£4,005.00						£4,005.00	£4,005.00	£ -
Gazebos for events							£ -	£ -	£ -
SCC Works and Maintenance							£1,480.05	£ -	£1,480.05
Banner bracket purchase and installation							£4,414.74	£ -	£4,414.74
Standard Jasper bench purchase and installation							£ -	£ -	£ -
Revenue Costs							£400.00	£400.00	£ -
Banner design			£7,500.00				£7,500.00	£7,500.00	£ -
Community Fun Day event costs									
Management Fees	£675.00		£675.00		£675.00				
Financial Management Fees	£600.00		£600.00		£600.00				
Oversight and Leadership									
Salaries	£1,125.00		£1,125.00		£1,125.00				
Project Manager									
TOTALS	£6,405.00	£ -	£9,900.00	£ -	£2,400.00	£ -	£30,998.52	£25,103.73	£5,894.79
						TOTAL	£48,798.31	£37,008.73	£11,789.58

These totals should match the totals in your project budget