

Expenditure Budget line	Year 1		Breckland Match	Notes
	Actual	In-kind		
Project-related staffing costs				
Project Manager	£10,800			
Project Assistant	£4,800			
Communications Assistant	£200			
Travel expenses (session management)	£2,333			
Executive Director management time		£533		
Other project costs				
Project monitoring & evaluation (between 5% and 10% of Spirit grant can be spent on this)	£3,334		£2,783	Contribution to programme evaluation commencing January 2017
Project communication - session recruitment	£333			
Project communication - volunteer recruitment	£167			
Project communication - project advocacy	£200	£333		
Volunteer expenses for training	£200			
Session staffing counselling service	£67			
Steering Committee meeting costs - Venue		£67		
Steering Committee meeting costs - Staffing		£1,200		
Project activity costs				
CPD - Staff, volunteer and artist training	£1,333			
National commissions (Rambert, Matthew Bourne, Green Candle)	£16,667		£8,609	Contribution to programme delivery costs for new Thetford group commencing January 2017
Freelance dance and music artists	£14,400		£8,608	Contribution to programme delivery costs for new Thetford group commencing January 2017
Venue hire	£4,000			
Session refreshments	£480			
Documentation and sharing activities	£600			
Total revenue costs	£59,914	£2,133	£20,000	
Capital costs (up to 5% max of total Spirit grant) e.g. equipment				
Total capital costs	£0	£0	£0	
Core costs (if relevant) Contribution to overheads?		£6,800		
Total core costs	£0	£6,800	£0	
Subtotal	£59,914	£8,933	£20,000	

Annual total: £68,847

Income:	
Spirit of 2012 Challenge Fund	39547
Norfolk County Council	2500
Inkind from Creative Arts East and partners	6800
Breckland Match funding @ 29%	20000
Total:	68847

Note: the total project costs (as detailed in the second worksheet) will support 6 groups to have regular, fortnightly activity across three years. 2 of these will take place in North Norfolk and 4 of these will take place in Breckland. Therefore, in order to calculate the costs attributable to Breckland funding only we have divided the total costs by 6 and multiplied by 4.

Expenditure Budget line	Year 1		Year 2		Year 3		Total		Rationale for expenditure	Evidence of benchmarked costs (where applicable)	Source/s of other funding and how much is secured (if applicable)
	Actual	In-kind	Actual	In-kind	Actual	In-kind	Actual	In-kind			
Project-related staffing costs											
<i>Project Manager</i>	£16,200		£10,800		£8,100		£35,100		Based on 108 full days @ £150 per day in year 1 (72 delivery days / 36 programming and admin days), 72 full days in year 2 (36 delivery / 36 programming and admin), and 54 in year 3 (18 delivery / 36 programming / admin).		
<i>Project Assistant</i>	£7,200		£7,200		£3,600		£18,000		Based on 72 full delivery days @ £100 per day in year 1, 72 full delivery days in year 2, and 36 in year 3.	6 full days of actual deliver per month & 2 days admin a month	
<i>Communications Assistant</i>	£300		£300		£300		£900		Based on 2 full delivery days per year @ £150 per day		
<i>Travel expenses (session management)</i>	£3,500		£3,500		£3,500		£10,500		Travel to and from all 6 groups, based on 54 miles @ 45pp, x 12 sessions x 12 months. This expenditure will support staff and volunteers travel costs.	Based on industry standard and agreed CAE mileage policy which is assessed annually.	
<i>Executive Director management time</i>		£800		£800		£800		£2,400			CAE NPO funding - secured for year 1&2, in application for year 3 and beyond
Other project costs											
<i>Project monitoring & evaluation (between 5% and 10% of Spirit grant can be spent on this)</i>	£5,000		£5,000		£5,000		£15,000		Contract for higher education, external evaluation partner	Based on previous external wellbeing project evaluation contract with research from University of Durham	Contribution from Breckland District Council match-funding
<i>Project communication - session recruitment</i>	£500		£500		£500		£1,500		Print and distribution costs for promotional flyers @ £3.50 per session	Based on our internal costings for existing ODO provision	
<i>Project communication - volunteer recruitment</i>	£250		£500	£1,000	£500	£1,000	£1,250	£2,000	Volunteer recruitment event (1 per year) and distribution of printed collateral	Estimated % contribution by Breckland DC's proposed timebank initiative (still in development as at 05/07/16)	Breckland DC (in kind - agreed but pending)
<i>Project communication - project advocacy</i>	£300	£500	£300	£500	£600	£1,000	£1,200	£2,000	Paid-for press adverts and editorial, attendance costs for presentations at regional and national conferences and seminars, external project report summary document costs. NCC, Breckland DC and North Norfolk DC project representation on CCG / Health & Wellbeing Fora, representation of project in authority publications, etc.	Based on previous experience and charges for press coverage	In-kind from local authority partners, agreed
<i>Volunteer expenses for training</i>	£300		£300		£300		£900		Expenses to cover travel to and from training	45p per mile, training will be held in Norwich	
<i>Session staffing counselling service</i>	£100		£100		£100		£300		Volunteer and delivery staff counselling/debriefing support	Quote provided by Health Assured through Breckland DC existing contract	
<i>Steering Committee meeting costs - Venue</i>		£100		£100		£100		£300	2 meetings per year @ £50 per meeting space	Based on average costs of previous meeting space hire	In-kind from local authority partners, agreed
<i>Steering Committee meeting costs - Staffing</i>		£1,800		£1,800		£1,800		£5,400	6 representatives per meeting @ £150 per meeting		In-kind from local authority partners, agreed
Project activity costs											
<i>CPD - Staff, volunteer and artist training</i>	£2,000		£2,000		£2,000		£6,000		A rolling programme of training and CPD sessions including: basic dementia awareness and arts for dementia. 11 sessions @ £550 per session on average	Based on quotes including Arts 4 Dementia charge £85 per person + travel to London, AGE UK Dementia Awareness training £360 per session, Willis Newson's 'working with Older People' @ £600.	
<i>National commissions (Rambert, Matthew Bourne, Green Candle)</i>	£25,000		£25,000		£25,000		£75,000		One annual commission by a flagship artistic partner lasting up to 4 months in duration and reaching all of our groups, culminating in a celebratory/sharing event.	Based on equity rates received through partnership negotiations with the companies for this application. Green Candle: £260 per day x 2 artists x 48 sessions plus travel and subsistence.	Contributions from Breckland District Council Match Funding - in application, Nrfolk County Council - secured, North Norfolk District Council - secured
<i>Freelance dance and music artists</i>	£21,600		£28,800		£25,200		£75,600		Cost of engaging high quality, regional and national dance and music artists to deliver the remaining 8 months of activity. Based on average spend of £300 per session	Based on quotes received from freelance artists through previous ODO pilot and in partnership negotiations for this application	Contributions from Breckland District Council Match Funding - in application, Nrfolk County Council - secured, North Norfolk District Council - secured
<i>Venue hire</i>	£6,000		£6,000		£6,000		£18,000		Hire of community spaces to host sessions. Based on £40 per session	Based on costs from previous pilot delivery	
<i>Session refreshments</i>	£720		£720		£720		£2,160		Refreshments for sessions (tea, coffee, biscuits, etc.)	Based on costs from previous pilot delivery	
<i>Documentation and sharing activities</i>	£900		£1,400		£2,400		£4,700		Photographic documentation, exhibition and journaling costs. External photography contract @ £350 per day x 3 days per year (£900), plus estimated exhibition (500) and journaling costs (1500).	Photographer and exhibition costs based on previous quotes. Journaling based on Photobox quote @ £30 per book, based on 1 photographic memory book for 1 per 'couple'.	
Total revenue costs	£89,870	£3,200	£92,420	£4,200	£83,820	£4,700	£266,110	£12,100			
Capital costs (up to 5% max of total Spirit grant) <i>e.g. equipment</i>											
Total capital costs	£0	£0	£0	£0	£0	£0	£0	£0			
Core costs (if relevant) Contribution to overheads?		£10,200		£9,400		£8,200		£27,800	Overheads at 10% of project running costs	Based on standard CAE financial model	CAE NPO funding - secured and year 1 & 2, in application for year 3 and beyond
Total core costs	£0	£10,200	£0	£9,400	£8,200	£0	£27,800				
Subtotal	£89,870	£13,400	£92,420	£13,600	£83,820	£12,900	£266,110	£39,900			
Annual total:	£103,270		£106,020		£96,720		£306,010				

Income:	Year 1	Year 2	Year 3	Total
Spirit of 2012 Challenge Fund	59870	87420	83820	231110
North Norfolk District Council	5000	5000		10000
Norfolk County Council	5000			5000
Inkind from Creative Arts East and partners	13400	13600	12900	39900
Breckland Match funding	20000			20000
Total:	103270	106020	96720	306010

Note: the total project will support 6 groups to have regular, fortnightly activity across three years. 2 of these will take place in North Norfolk and 4 of these will take place in Breckland. Therefore, in order to calculate the costs attributable to Breckland funding only (breakdown provided in the second worksheet) we have divided the costs by 6 and multiplied by 4.