

# BUDGET GUIDELINES

**GUIDANCE ON BUDGETS  
FOR APPLICATIONS**



## Introduction

This document provides detail on the project budget to be included in your application and should be read in conjunction with our Funding Guidelines.

There is additional specific guidance and information for universities at points 9 and 10 towards the end of this document.

### 01. Staff costs

Staff costs should be completed for each member of staff employed on the project to be funded by the Trust, based on salary costs. Please do not use day rates.

- The annual salary from which days allocated for projects derive for each individual should be included.
- Please indicate pro-rata information where applicable.
- NI employers' contribution and pension costs should be included, and each stated separately, where applicable.
- Please indicate the time span over each financial year in which individual staff costs will be incurred.
- Please tell us the number of working days per year at your organisation.
- If your organisation pays the apprenticeship levy, you may include this.

Where staff are working on projects intermittently and for very short periods of time, the calculation of staff costs in the manner outlined above may be difficult. In these cases only, the Trust will consider using daily rates to calculate salary costs. There should, however, be a demonstrable relationship between an individual's annual salary and the daily rate charged for their time.

## 02. Project costs

Your budget should set out the costs of the project beyond staff time that comprise your project.

- If work is to be carried out by an external contractor (such as a survey company, or if advice is needed outside the project team from a consultant), please ensure an up-to-date quotation is used, and check that it includes all expected activities and costs.
- The Trust may be able to offer funded partners some in-kind provision of meeting rooms in London or Edinburgh for smaller one-off events (such as roundtables) associated with the project, if required.
- Include VAT costs if applicable.

## 03. Equipment

The Trust does not normally fund capital costs. However, it is prepared to consider meeting the cost of equipment or a contribution towards this, if it is specifically required for a project.

## 04. Travel and subsistence

Details should be given if the cost of travel exceeds £1,000. The Trust does not normally fund overseas travel, but if this is a reasonable feature of the project, full details should be given. Please follow your own policy on subsistence, and provide costs in the application. If subsistence costs look unusually expensive or are unclear, we will discuss this with applicants during the application process.

## 05. Final publication and dissemination of reports

We expect all published work, such as policy, research and campaigning publications that we fund to be made available free of charge on the Trust's website in pdf format; and also published on your own website.

- You may include relevant costs in your budget to produce your reports, publications or other materials (such as for digital publishing, hard copy publishing if required, or further educational resources).
- Alternatively, the Trust can support partners with in-kind design and production of online reports if required. Please indicate in the application if you are likely to ask the Trust for this support.
- We do not expect that projects will need to print hard copies of their publications.

## 06. Advisory groups

The Trust may recommend the establishment of an advisory group for some projects, who will include relevant external people, to support the strategy and delivery of planned work, or some projects may decide to set one up. If so, applicants should include internal staff costs and any expenses related to the advisory group.

## 07. Participant honorariums/incentives

Applicants should consider the appropriate levels and form of honorariums (or incentives) for people who take part in research, advisory groups, campaigning activities or other relevant project activities. We anticipate this may be relevant for participants who are living on low-to-middle incomes. Honorariums may be monetary or in-kind vouchers and should be sufficient to properly recognise the

time of the participant. Honorariums do not and should not constitute payment understood as employment.

- Please consider the impact on social security entitlements that could arise from honorariums or incentives.
- We do not expect to pay for honorariums for trustees/directors or staff from organisations who participate in the activities above. Please speak to staff at the Trust if you feel that there is a case for this in relation to your application.

## 08. Overheads

If an applicant is not a university (for example, the organisation is a charity or a thinktank) the Trust will pay proportionate overheads (indirect costs) incurred in the delivery of your project. These should be included in your budget. Universities should read and follow the specific guidance for them below, in points 9 and 10.

## 09. Universities: Costs

abrdn Financial Fairness Trust, like many other charitable funders, meets all direct costs related to the management and delivery of projects at universities. We do not pay indirect costs for projects funded at universities.

Directly incurred costs: are costs that are explicitly identifiable as arising from the conduct of the research, are charged on the basis of the actual amount spent, and are verifiable and auditable from accounting records.

The Trust is able to contribute towards the full costs that are directly associated with the project. This includes the costs of researchers for the time they spend on the project. The Trust can also contribute for the actual time spent by other staff such as administrative or IT

support staff on the project. The Trust will pay for other items that are directly associated with the project.

Directly allocated costs: are costs which can be directly related to a project but do not relate solely to it, such as the use of computing services. They are shared with other projects. Costs can be included based on the estimated share of use.

Indirect costs: are costs which cannot be directly allocated to a project. They represent expenditure which would be incurred irrespective of the project such as use of buildings, general maintenance, central services and other infra-structure costs. The Trust does not expect to meet these costs.

Charity research support: UK higher education funding bodies provide bloc funding for indirect costs associated with charity-funded research. For further details, please contact as relevant: Research England, Scottish Funding Council, Higher Education Funding Council Wales and the Department for the Economy in Northern Ireland.

We are an independent charitable trust supporting strategic work which tackles financial problems and improves living standards. Our focus is on improving the lives of people on low-to-middle incomes in the UK.

[www.financialfairness.org.uk](http://www.financialfairness.org.uk)

The Trust acknowledges the guidance provided by Joseph Rowntree Foundation to organisations applying to it for funding, from which this guidance is adapted. All errors and omissions are abrdn Financial Fairness Trust's responsibility alone.

