



Funding Application Budget Checklist

Programme & Activity Costs

- ☐ Activity materials (craft supplies, learning resources)
- ☐ Badge materials and programme resources
- ☐ Event costs (trips, camps, outings)
- ☐ Activity fees (e.g. climbing, kayaking sessions)
- ☐ Guest speakers or workshop leaders

Travel & Trips

- ☐ Minibus hire or transport hire
- ☐ Fuel costs
- ☐ Public transport tickets
- ☐ Driver costs (if applicable)
- ☐ Accommodation (campsites, hostels)
- ☐ Food and subsistence for trips

Equipment

- ☐ Camping equipment (tents, stoves, sleeping gear)
- ☐ Outdoor/adventure equipment (ropes, helmets, safety gear)
- ☐ Maintenance/repair of existing equipment
- ☐ Storage (sheds, containers)
- ☐ IT equipment (laptops, tablets, admin systems)

Staffing & Volunteer Support

- ☐ Sessional staff
- ☐ Specialist instructors
- ☐ Volunteer expenses (travel, meals)
- ☐ Training costs (first aid, safeguarding, qualifications)

Professional Fees & Services

- ☐ Freelance specialists or consultants
- ☐ Legal or financial advice
- ☐ External instructors
- ☐ Monitoring and evaluation consultants

Venue & Running Costs

- ☐ Venue hire
- ☐ Utilities contribution
- ☐ Insurance
- ☐ Cleaning or caretaking costs

Marketing & Recruitment

- ☐ Flyers, posters, leaflets
- ☐ Social media promotion
- ☐ Website costs
- ☐ Community outreach events

Inclusion & Accessibility

- ☐ Subsidised places
- ☐ Transport support
- ☐ Adapted equipment
- ☐ Translation or interpretation services
- ☐ Uniform grants or hardship support

Administration & Project Management

- ☐ Project coordination time
- ☐ Admin support
- ☐ Printing and stationery
- ☐ Communication costs
- ☐ Financial management support

Monitoring & Evaluation

- ☐ Surveys and feedback tools
- ☐ Data collection systems
- ☐ Impact measurement
- ☐ Reporting costs

Contingency

- ☐ 5–10% contingency budget

Match Funding & Income

- ☐ Other grants
- ☐ Fundraising income
- ☐ Membership fees
- ☐ Donations or sponsorship
- ☐ In-kind contributions