

**HAF: Holiday Activity and Food 2021**

**Expression of Interest**

**Financial Template Guidance**

**Instructions:**

We will move into more financial detail at allocation of spending, this expression of interest is an exercise in fact finding and it would be helpful to have as much costings detail as you can provide at this time. **For instance, a breakdown of costs per head, staff costs, resources, materials, venue** etc. The more transparent you can be at this stage the better, but we appreciate exact figures of funding are unknown at this stage.

Please always refer back to how the funding will be used to deliver against each of the objectives of the grant programme as outlined on pages 4 & 5 of this document.

**The total spend across all cost types should equal the total amount applied for**

| **Project Cost Area** | **Project Cost**  | **Easter 2021** | **Summer 2021** | **Christmas 2021** | **Cost per head**  | **Total spend** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  e.g. 2 FTE staff | £###.## | £###.## | £###.## | £###.## | £###.## | This column allows you to provide any clarifying information, such as the rationale for costs, how they have been developed or any other details you think would be useful for us to know.  |
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| **TOTAL COST** |  |  |  |  |  |  |  |