

PEACEPLUS Change Maker Funding Programme Application Aid – Establishing Your Budget

Budgeting Guide for Grassroots Community Projects

This guide will help you build a clear, accurate, and value-for-money budget for your project. It walks you through each step from understanding your project needs to completing the budget template in a way that is easy for an assessor to follow.



Tip: Make sure your budget clearly reflects your activities. An assessor should be able to pick up the budget on its own and immediately understand what you plan to deliver.

Before You Start: Be Clear About Your Project

Before drafting your budget, make sure you have:

- A clear description of your project
- A workplan outlining what you will do, when, and with whom
- A list of activities and resources needed

Your budget should directly reflect your workplan. If it's not in the workplan, it shouldn't be in the budget.

The same process applies to all budget holders e.g. Lead Partner or Project Partner.

Understand the Four Budget Headings

Costs must align to the PEACEPLUS Change Maker Funding Programme budget template headings:

1. Direct Costs: External Expertise & Services

For costs required to deliver your project that come from *outside your organisation*, such as:

- Facilitators
- Trainers
- Specialist services
- Venue Hire
- Transport
- Catering/Refreshments

2. Equipment

Items needed to deliver the project, such as:

- Materials
- Small equipment
- Supplies

All equipment must be **relevant and necessary** for the project.

3. Staff

- Only for organisations that **already employ staff**.
- You must be able to show a **contract of employment**.
- This is a **flat rate of 20%** of the Direct Costs. This is 20% of Direct Costs of the partner that is *employing the member of staff*, not 20% to the Direct Costs of the total project.
- You **cannot** claim staffing if you do not employ staff.
- You **cannot** double-fund an existing post.

If applying for staff insert 'Yes' and explain the position and why it is needed and outline the main requirements of the post. The budget will automatically calculate once you confirm 'Yes'

4. Indirect Costs: A flat rate of 7%

- A flat rate of Direct Costs & Staff Costs will apply per partner, if applicable
- No quotations or documentation required for Indirect Costs.
- The budget will automatically calculate once you confirm 'Yes'



Price-Checking Requirements

Your budget must show **value for money**. This means:

- **Over €5,000 → 3 price checks required**
- **Under €5,000 → 2 price checks required** (Online checks are acceptable where appropriate)

Always compare **like-for-like** i.e. make sure each supplier is quoting for the same thing.



Example Project:

- We (XX Community Group) plan to run eight community workshops over six months - three in Northern Ireland; three in the Cavan; 2 online.
- These workshops will support 10 grassroots community groups (5 from Northern Ireland and 5 from the Cavan).
- In total, 30 participants will take part in a community leadership programme designed to build skills, strengthen connections, and encourage cross-community & cross border collaboration.

Activities

- 8 workshops
- 1 facilitator to deliver all sessions
- 2 buses (one for NI participants, one for Cavan participants) 6 journeys in total
- Lunch for participants
- Venue hire

Costs You Need to Price Check

- Facilitator
- Venue
- Bus hire
- Lunch

In this example the facilitator cost is deemed to be **over €5,000**, so you must get **3 price checks**. All other items are deemed to be **under €5,000**, so **2 price checks** each is enough.



Drafting a Specification for the Facilitator

A short, clear specification helps suppliers quote accurately. For example:

We (XX Community Group) require a facilitator to deliver 8 workshops:

- 6 face-to-face sessions at [Venue Name, Location]
- 2 online sessions via [Platform]

Workshops will take place between [dates].

Please provide the total cost for this work, including delivery, preparation, travel, and any other associated expenses. If VAT applies, please clearly indicate the VAT amount.

REMEMBER! → **Send the same specification to all suppliers so you can compare quotes fairly & upload the specification & price checks (*emailed quotes, PDFs or dated web screenshots with URL*) with your application.**



Gathering and Selecting Price Checks

For the facilitator (over €5,000):

- Seek **3–6 price checks** (in case someone doesn't respond)
- Choose the **lowest eligible** quote
- Record clearly in your budget:
 - “We sought 6 price checks, 3 responded Supplier A, Supplier B, Supplier C. Supplier C was the lowest, and our budget is based on Supplier C.”
- Upload all 3 price checks with specification and clearly mark A, B, C or 1, 2, 3

For venue, catering, and bus hire (under €5,000):

- Seek **2 price checks**
- You can do this as above by contacting suppliers with a short specification or online checks are acceptable if they provide ‘like of like’ prices e.g. this can work particularly well for standardised services like room hire, lunch menus (where you select the same room or lunch options)
- Always make sure price checks are ‘like for like’ i.e. comparable
- Select the lowest and record it clearly in the budget template
- Upload price checks received, for online checks screenshot your evidence for uploading, again clearly mark A, B or 1, 2



Completing the Budget Template

For each cost line, include:

- What the activity is e.g. Facilitator costs to deliver 8 workshops
- The supplier(s) you sought price checks from & the number – 6 price checks sought, 3 responses from A, B, C
- Which supplier was the lowest – Supplier C is the lowest, budget based on Supplier C
- The amount you are including in the budget - €5,750

Another Example entry:

Catering: Two price checks were sought from Café A and Deli B, for soup & sandwich, Deli B was the lowest at €7.50 per person. Budget is based on Deli B.



Tip: Label your price checks **as described above Supplier A, B, C or 1, 2, 3** and keep them organised. Remember: the assessor knows nothing about your project - try to make it easy to understand.



Indirect Costs: 7% Flat Rate

REMEMBER! →

**Convert any £ costs to €
£1:€1.15**

Once all direct costs are entered:

- Claim the **7% flat-rate** by entering 'Yes' in the box
- This is automatically eligible for all applicants



Key Tips to Keep It Simple

- Only include costs directly linked to your workplan
- Use clear, plain language
- Show your price checks and explain your choices
- Avoid jargon
- Make it easy for the assessor to follow your logic

The examples provided in this guide are only illustrations. If your project involves other types of expenditure and you are unsure which budget heading they fall under, please get in touch.

We are here to help you.



- If you need advice or clarification contact one of the support partners:
 - changemakers@cooperationireland.org
 - changemakers@ruralaction.co
 - changemakers@eastborderregion.com

