

# Commissioner Community Grant Scheme Budget Guidance



Budget Heading	WE WILL Fund	WE MAY Fund	WE WILL NOT Fund
<b>EMPLOYEES</b> Detail the hourly rate, number of hours to be worked, confirmation of appropriate qualifications/experience	Staff costs for new or existing initiative or activity to develop their work	Contributions to ongoing staff costs and ongoing volunteer expenses including holiday and sickness pay	
	Volunteer expenses where no other funding is available to meet existing costs		
<b>PREMISES</b>	The cost of room hire/facilities in premises other than those belonging to/currently being occupied by the project	Ongoing running costs such as rent payments, insurance, utility costs etc.	CCTV, Security Alarms to buildings
			Reimbursing applicant for hire of their own/occupied premises or facilities
			Purchase of a vehicle
<b>TRANSPORT</b> Provide basis of the costing e.g. car mileage rate, mini bus hire	Public transport costs, car mileage (local government rate), mini bus hire		One off events such as gala's, trips to the coast or theme parks. General youth provision and/or social activities.
<b>SUPPLIES &amp; SERVICES</b>	Structured educational trips, visits and activities (the venue and educational content of any trip must be specified, directly address the Commissioner priorities and be within South Yorkshire)	Short term events to address a problem during a specific period i.e. diversionary activities during Halloween / Bonfire Night	Activities which are part of a statutory obligation e.g. street lighting
	Sports equipment, for new or existing initiative or activity to develop their work, for example boxing gloves, gym equipment, portable goal posts	Hardware equipment (computers, printers, cameras, etc) when it can be demonstrated that this is integral to the project	Items of personal clothing such as sports kits for established groups
		Items of personal clothing such as sports kits for newly established groups	
	Materials, publicity (must include PCC logo)	Management Fees/Project Management Fees/Admin Fees (£500 maximum)	Membership fees, subscriptions
<i>* Expenditure incurred obtaining DBS (Please refer to Terms &amp; Conditions – Safeguarding and other Legal Compliance working with young people)</i>	Provision of bonds, 3rd party grant making		
		Evaluation/Feasibility studies	

**The following costs are not Eligible Expenditure:** Payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action