



Budget Guidance for Parish Planning

1.0 Budget + Programme of Work

This brief guidance sets out to help you create a realistic budget for your Parish Plan project. It should be prepared at the same time as and in conjunction with your Programme of Work and events for the project. A suggested Programme of Work Timeline is included in this Steering Group Guide. It can be emailed out to you and amended to fit your particular project. You will find it useful to have a completed Programme of Work Timeline alongside you when you are setting the budget to ensure that you take account of all likely expenditure, work and events.

2.0 Setting a Project Budget

You will need to cost out your project as realistically as you can, at a very early stage, even before the main consultation takes place. A mini business plan is really what is required in order to ensure that you will have enough funds to complete and launch your plan and remember this may be 18 months to 2 years away. This will involve you in getting quotes and estimates and making educated guesses about a number of 'unknowns' including the size and look of your questionnaire and final plan, the numbers you will need and how you will distribute them.

3.0 Funding Applications Require Sound Financial Planning

When you are applying for funding, your budget will be an important part of your application as you will need to demonstrate both sound financial planning and good organisation of your project. You will be trying to demonstrate to any potential Funder, that their money will be safe in your hands and well managed. They will also want to be satisfied that a Parish Plan will be produced and launched at the end of the project.

4.0 Most Commonly Recurring Costs

The table below sets out the sort of recurring costs that regularly feature in Parish Plan budgets and whilst it cannot be totally comprehensive and universal, it is designed to provide you with a useful starting point. You will need to check all figures against local conditions, as areas vary enormously.

5.0 Donations and Discounts as 'In Kind'

You may be able to negotiate or obtain donations of free or reduced rates from individuals, organisations or businesses within the community – a local company might for example donate photocopying or paper, a local club might offer to help hand deliver items or the Village Hall Management Committee might offer free accommodation for meetings. It is often surprising how generous local individuals, businesses, clubs, groups and societies can be if asked to contribute towards the Parish Plan project. This is important because not only are you required to contribute 20% of the total project costs in the form of 'in kind' support, such as this, but you are also allowing local people to support the project in a very practical way.

6.0 Volunteer Time as 'In Kind'

You will need to record the hours worked by the Volunteers as part of your 'in kind' contribution to the project and there is guidance below as to how you cost out this time. Once again this is not only important because you are required to contribute 20% of the total project costs in the form of 'in kind' support, but you are involving and engaging local people actively within the project in a very practical way.

| <u>ACTIVITY</u> | <u>SOURCE</u> | <u>LIKELY COST</u> |
|--|--|---|
| Room hire | Eg Village hall, local school, room at the pub, church hall, community centre | £60.00-£120 per day £30.00-£50 per session 12 meetings @£360.00- £600.00 2 full days @ £120.00 - £240.00 |
| Simple refreshments | Eg WI, volunteers, local business | Approx £1.00-£2.00 per head |
| Communication and publicity | Eg Telephone, postage, email, production and copying of documents, flyers, invitations, posters, advertisements, photographs, news releases Website set up – try Local Authority as possible host Ink cartridges | A4 sheets cost 5-10P per copy Village of 1000 households £50-£100 per single sheet flyer or invitation Minutes 4 sides per monthly meeting for 10 members = £24 - £48 Routine telephone and postage £30-£50 Mass mailing need quotes Website need quotes – anything from £50 upwards Ink cartridges £15-£35 |
| Meetings, preparing documents, admin | Volunteers time | £56 per 8 hour day – assume 12 meetings of 2 hours for 10 people = £1,680.00 |
| Distribution of leaflets, questionnaires etc | Postal if large community - Insert in local magazine, hand delivery by volunteers, scouts | Negotiable – current postage rate x number of households Free |
| Training Volunteers to facilitate meetings, conduct interviews, design, fund writing, project management etc | Cheshire Community Action, Local Authority, local expert, Trainer | Maybe free if CCC or LA Negotiable if using a Trainer but say around £75-£150 upwards for an evening session |
| Equipment, pens, post its, flip chart paper, paper | Local Stationers - order through the Parish or Town Council might get discounted rates Shop around – prices vary enormously | Flipchart paper £15-£25 per pad Ball Point Pens £10-£15 for 50 Marker pens £5-£6 per mixed pack Post-it Notes £5-£6 per block Blu-tack £15 handy pack Paper –500sheets around £15.00 |
| Photography and lamination for displays | Volunteers using digital camera | Photos lamination 10-20p per A4 sheet - |
| OS Maps | Request these from your Local Authority- OS Licence no longer required provided you follow the guidance set out in Guide to Parish Plans | Free |
| Mileage rates | Usually dependent on car size | Between 20-40P approx, check out current Local Authority Rates |

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|--|---|---|
| Insurance eg public liability insurance | Check this with Parish Council – they may be able to include the PP Group within their policy Otherwise suggest you use same insurer as Parish Council | Need quotes |
| Printing questionnaires/final plan | Check with LA if they have print facility – discounts possible or in kind. Local printers Get at least 3 quotes | Need quotes as it varies enormously dependent on print run, size, colours used, graphics needed, document provided on CD – to enable future print runs |
| Funding and grants | Parish Council, Local Authority (through Cheshire Community Action), local businesses through donations and sponsorship, fund raising events, individual's donations, local clubs, groups and societies' donations eg Civic Society, local trust funds + in kind help. Awards for All | You will need to think through your funding strategy and make polite and formal approaches by letter/in person/by application to relevant individuals and bodies at an early stage and try to get written confirmation of funding initially to be able to prepare a budget. |
| Consultant/professional support Eg Facilitator/Independent Chair Questionnaire design Analysis of data Layout and design of final plan | Please be aware that if you intend the entire project or a significant proportion of it to be undertaken by consultants, you will not be eligible for Local Authority funding. Small amounts of professional help for specific tasks, where there are no requisite skills within the community will not affect your grant eligibility | You will need specific quotes for any such items and it can be very costly. Facilitator/Independent Chair £250 upwards per day Data input and analysis £750 at discounted rate (for 500-750 questionnaires). |

Sample Budget

Description of item

| Volunteer input / in kind in £s | PC Support £ | Fund raising £ | Grants aid £ | Total £ |
|--|---------------------|-----------------------|---------------------|----------------|
| <u>Public meetings/Surveys/Consulting</u> | | | | |
| Hall hire (initial public meeting) | | | | |
| Refreshments | | | | |
| Materials (flip chart, post it notes) | | | | |
| Hall hire (SG x 12) | | | | |
| Hall hire (WGs x 6) | | | | |
| Hall hire (data feedback meeting) | | | | |
| Hall hire (Plan launch meeting) | | | | |
| Refreshments | | | | |
| Materials (flip chart, post it notes) | | | | |
| Mileage/travel/telephone | | | | |
| Publicity/posters/flyers/invitations | | | | |
| Speaker's expenses | | | | |
| Postage | | | | |
| Public Liability Insurance | | | | |
| <u>Consultancy/Professional Support</u> | | | | |
| Questionnaire design/graphics | | | | |
| Final Plan design/graphics | | | | |
| Software for design ? | | | | |
| Secretarial support ? | | | | |
| Accounts support ? | | | | |
| Professional Facilitator ? | | | | |
| <u>Data Collection and Analysis</u> | | | | |
| Research previous surveys | | | | |
| Research community profile | | | | |
| Printing questionnaire | | | | |
| Distributing questionnaire | | | | |
| Collecting questionnaire | | | | |
| Software for data analysis | | | | |
| Data input | | | | |
| Analysis of responses | | | | |
| <u>Production/Distribution of Plans</u> | | | | |
| Drafting Plan + Action Plan | | | | |
| Printing Plan | | | | |
| Distributing Plan | | | | |
| Photographs | | | | |
| Printing Action Plan (if separate) | | | | |
| Distributing Action Plan (if separate) | | | | |
| <u>Other Costs</u> | | | | |
| Stationery/paper/folders/pens etc | | | | |
| Ink Cartridges | | | | |
| Prize draw ? | | | | |
| Celebratory launch event ? | | | | |
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