

## **Types of Costs for Grant Applications**

### **Project/revenue costs/activity costs/direct costs**

These are the things you need specifically to run your project. These could include:

- Salaries of the staff involved in the project
- Hire of rooms for the delivery of a project
- Training on specific skills related to service delivery
- Transport costs
- Mobile phone costs
- Volunteer costs e.g. DBS checks, volunteer recruitment
- Cost of materials to run a project e.g. art materials, or gardening tools
- Publicity costs e.g. printing fliers for an event
- Sundries eg. refreshments for beneficiaries

This is not an exhaustive list; your project may have other costs that are only incurred because the project is taking place.

### **Core Costs/overheads/indirect costs**

These are costs relating to the day-to-day running of the charity. They are not project specific. They may include:

- Senior management and admin/finance/HR staff salaries and oncosts
- Rent for the organisation's main offices (not for running a project or room hire for an event)
- Utilities, phone, broadband rental etc
- Governance costs
- Accountancy and audit costs
- Insurance
- Stationery
- Cleaning costs

### **Capital Costs**

Capital costs are defined as costs incurred in buying tangible fixed assets. These include:

- Buildings and land
- Plant and machinery
- Vehicles e.g. minibus
- Computers or other IT hardware
- Large pieces of equipment
- Furniture