

## **Budget Guide – Green areas & outdoor life**

### **What should the budget include?**

The budget must indicate both the overall project budget and the total amount applied for. We recommend grouping expenses under 3 to 6 main budget items.

State whether there will be any self-financing or financing from other sources. Self-financing might be in the form of time spent, purchases of materials or indirect project-related expenses.

### **Direct project-related expenses – we support these costs.**

Expenses on time spent/payrolling, equipment and materials, etc., which relate directly to the project in question. The costs must be itemised.

All expenses must be stated in a budget overview, in which all invoices, outlays, etc. are recorded. The Employee Foundation reserves the right to request documentation of the individual outlays in the form of an invoice copy or the like. The budget must be audited and signed off on by an external auditor or associated accountant.

Local-authority applicants should bear in mind that local-authority foundation VAT is not reimbursable under a grant from the Employee Foundation. Any local authority receiving grants from private foundations etc. will be liable for national foundation VAT.

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We assume that any grant will be spent efficiently and prudently. This means that no parties involved may be contracted as sub-suppliers to the project under any arrangement unless explicitly stated in the project description.

We also assume that full transparency will be maintained concerning the project and its circumstances among parties to the project. This applies above all to the application of generally accepted impartiality and arm's length principles.