[Your logo or letterhead-optional]

**Trans Peer Support Packages - Budget Template**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Name and pronouns of contact person** |  |
| **Names and pronouns of other team members/applicants** |  |
| **email address /**  **website (if applicable)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Category\*** | **Units** | **Rate** | **Total** |
|  |  |  |  |
| Facilitation | x hours | x p/hour | x |
| Catering | x people | x p/head | x |
| Venue hire [location if known] | x days | x hire fee | x |
| Guest presenter [names if known] | x sessions | x session fee | x |
| Materials [detail] |  |  |  |
| Equipment hire [describe] |  |  |  |
| Travel |  |  |  |
| Participant reimbursement |  |  |  |
| Postage |  |  |  |
| Website costs |  |  |  |
| [list other items] |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* describe in as much detail as possible using additional rows as needed. You could also break expenses down over development phases. If the project's budget is subsidised by other sources of funds you could add another column to note this.