**Lisa Ullmann Travelling Scholarship Fund - BUDGET TEMPLATE**

Please fill in the template below as part of your application – there are **THREE** pages in total.

Please tell us about the **total costs** of your project, as it is important for us to understand how you will fund the whole project – not just the travel element which LUTSF may fund. We use this to assess the likelihood of your project taking place. Understanding where your other funding comes from also helps us to support and signpost other future candidates to potential match funding opportunities.

**Please read these notes before completing your budget template:**

* Please be mindful to use the most cost-effective travel you can because LUTSF is a charity, and we have limited funds to award each year.
* Expenditure in Section A should match the screenshots of quotes/research from travel providers that you attach with your main application. These will tell us how you’ve obtained the numbers for the travel costs that you’re applying to LUTSF to support.
* Remember, Total A plus Total B should equal Total C (A + B = C)

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| --- |
| **Section A – Travel Costs**  |
| **UK Return travel from your home to your main UK destination or departure point** e.g. From Home to the Railway Station by bus. |
| **From** | **To** | **Type** | **Amount in £** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Return travel from your main UK departure point to your destination** e.g. From Heathrow to Nairobi by plane. |
| **From** | **To** | **Type** | **Amount in £** |
|  |  |  |  |
|  |  |  |  |
| **Local Return Travel in your destination country** e.g. From Nairobi airport to the city centre by bus; inter-city onward connections if your trip is to more than 1 major destination |
| **From** | **To** | **Type** | **Amount in £** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL Expenditure A (£) =** |  |

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| **Section B - Other Costs**Not funded by LUTSF |
| **Accommodation Costs** (if any) | **Amount in £** |
|  |  |
| **Fees payable to host organisation** (if relevant) | **Amount in £** |
|  |  |
| **Estimated subsistence costs e.g. meals and daily costs** | **Amount in £** |
|  |  |
| **Travel Insurance** (compulsory) | **Amount in £** |
|  |  |
| **Visas and other expenses** (itemise) | **Amount in £** |
|  |  |
|  |  |
| **TOTAL Expenditure B (£) =** |  |

[ ]  If you would be travelling with an Access Support Worker, please tick here.

|  |
| --- |
| **Section C – Funding and Income** |
| **Funding Source** | **Amount in £** | **Is this confirmed****or unconfirmed?** |
| **LUTSF award applied for** (up to £500) |  |  |
| ***How are you getting the rest of the funding for your project?*** |
| **Grants from other organisations – please provide details of funder, amount and decision date.** [type here] |  |  |
| **Funding from fundraising events & sponsorship** [type here] |  |  |
| **Other funding e.g. contribution from own funds** [type here] |  |  |
| **TOTAL Funding and Income (all of section C) =** |  |  |

**Declaration:**

[ ]  **Please tick the box to confirm that you have included above all of the estimated costs for your entire project – this a critical part of a completed application.**

**We are not able to consider applications with an incomplete budget.**

LUTSF V3 2024