Budget form for the Election Access Fund

Examples are included in the table below for guidance, please delete and complete to your requirements.

Remember to save this document and attach it with your application form before submitting.

Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

# Equipment / Products

To add a new row, select the last row before the Subtotal row, click the button called ‘**Table Layout’** in the ribbon, then click the button called **'Insert Row Below'**.

| Item | Rental or purchase | Comments | Supplier | Cost incl GST |
| --- | --- | --- | --- | --- |
| *Portable ramps* | *Rental* | *For 6 months* | *Name of supplier* | *$500.00* |
| *Smartpen* | *Purchase* | *More cost effective to purchase (see quotes)* | *Name of supplier* | *$300.00* |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Subtotal |  |

# Support and services

To add a new row, select the last row before the Subtotal row, then click 'Insert Row Below' under the Table Layout tab.

| Service | Provider | Frequency / duration | Hourly rate or set fee | Transport / mileage costs | Travel related expenses  (e.g, accommodation, meal allowance) | Cost incl GST |
| --- | --- | --- | --- | --- | --- | --- |
| *Translator including travel* | *Straker* | *4 meetings for 2 hours* | *$150.00 per hour x 8* |  |  | *$1200.00* |
| *Accessible taxi* | *Combined taxis* | *8 round trip meetings* |  | *$100 round trip x 8* |  | *$800.00* |
| *Assistant* | *Name of Person* | *8 meetings for 2 hours including travel time* | *$55 per hour x 16* | *$60 round trip x 8* | *$30 per meal x 8* | *$1600.00* |
| *Air travel* | *Air New Zealand* | *4 trips (myself)*  *4 trips (assistant)* |  | *$300 round trip x 8* |  | *$2400.00* |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Subtotal |  |  |

|  |  |
| --- | --- |
| Total Expenses |  |
| Contingency at 5% |  |
| Total request |  |