

SHTP Appendix 3a - Cash flow for HLF Project																					
	2013		2014										2015								
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Income																					
HLF		£0	£0	£1,710	£1,419	£8,978	£15,823	£6,949	£8,683	£9,795	£6,033	£9,154	£7,574	£12,366	£8,134	£10,222	£14,008	£11,657	£13,471	£6,949	£8,683
NHS-UK						£2,000										£1,800					
PRISM						£4,000												£4,000			
IGKT						£1,000												£1,000			
TOTAL INCOME	£0	£0	£0	£1,710	£1,419	£15,978	£15,823	£6,949	£8,683	£9,795	£6,033	£9,154	£7,574	£12,366	£8,134	£10,222	£15,808	£16,657	£13,471	£6,949	£8,683
Expenditure																					
Coordinator Salary					£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389
Trainee Salaries					£5,667	£5,667	£5,667	£5,667	£5,667	£5,667	£5,667	£5,667	£5,667	£5,667	£5,667	£11,334	£5,667	£5,667	£5,667	£5,667	£5,667
Mapping project								£2,100			£2,900				£2,100		£2,900			£2,100	
IBTC						£8,700							£5,800				£8,700				
Other	£0	£0	£2,000	£1,660	£3,445	£2,750	£1,072	£1,000	£0	£0	£750	£1,803	£1,607	£357	£500	£3,661	£3,678	£0	£1,072	£1,000	£0
Recruitment			£1,250												£1,250						
Web development				£500											£500						
Promotion			£750								£750										
Masterclasses						£1,500											£1,500				
Trainee Travel						£375	£1,072					£357	£357	£357			£357		£1,072		
Staff travel				£285	£285			£1,000				£286				£286	£286			£1,000	
Tools & equipment				£875		£875										£875	£875				
Personal dev't					£2,500											£2,500					
Networking												£500									
Partner meetings					£660							£660					£660				
FCR									£4,400						£4,400						£4,400
Evaluation																					
EXPENDITURE	£0	£0	£2,000	£1,660	£10,501	£18,506	£8,128	£10,156	£11,456	£7,056	£10,706	£8,859	£14,463	£9,513	£11,956	£16,384	£13,634	£15,756	£8,128	£10,156	£11,456
Surplus/Deficit	£0	£0	£2,000	£50	£9,082	£2,528	£7,695	£3,207	£2,773	£2,739	£4,673	£295	£6,889	£2,853	£3,822	£6,162	£2,174	£901	£5,343	£3,207	£2,773
10% ret on HLF fund		£0	£0	£190	£158	£998	£1,758	£772	£965	£1,088	£670	£1,017	£842	£1,374	£904	£1,136	£1,556	£1,295	£1,497	£772	£965
Acc HLF retention			£0	£190	£348	£1,345	£3,103	£3,876	£4,840	£5,929	£6,599	£7,616	£8,458	£9,832	£10,735	£11,871	£13,428	£14,723	£16,220	£16,992	£17,957

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						2016								
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Totals
Income														
HLF	£9,795	£6,033	£8,512	£7,574	£11,297	£8,134	£9,795	£1,188	£4,476	£4,180	£1,320	£25,976	£0	£259,890
NHS-UK														£3,800
PRISM														£8,000
IGKT														£2,000
TOTAL INCOME	£9,795	£6,033	£8,512	£7,574	£11,297	£8,134	£9,795	£1,188	£4,476	£4,180	£1,320	£25,976	£0	£273,690
Expenditure														
Coordinator Salary	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389	£1,389				£37,352
Trainee Salaries	£5,667	£5,667	£5,667	£5,667	£5,667	£5,667								£136,000
Mapping project		£2,900			£2,100			£2,900						£20,000
IBTC				£5,800										£29,000
Other	£0	£0	£1,803	£357	£357	£0	£0	£946	£0	£0				£29,818
Recruitment														£2,500
Web development														£1,000
Promotion														£1,500
Masterclasses														£3,000
Trainee Travel			£357	£357	£357									£5,018
Staff travel			£286					£286						£4,000
Tools & equipment														£3,500
Personal dev't														£5,000
Networking			£500											£1,000
Partner meetings			£660					£660						£3,300
FCR						£4,400								£17,600
Evaluation									£3,500					£3,500
EXPENDITURE	£7,056	£9,956	£8,859	£13,213	£9,513	£11,456	£1,389	£5,235	£4,889	£1,389				
Surplus/Deficit	£2,739	£3,923	£347	£5,639	£1,784	£3,322	£8,406	£4,047	£413	£2,791	£1,320	£25,976	£0	
10% ret on HLF fund	£1,088	£670	£946	£842	£1,255	£904	£1,088	£132	£497	£464	£132			
Acc HLF retention	£19,045	£19,715	£20,661	£21,503	£22,758	£23,662	£24,750	£24,882	£25,379	£25,844	£25,976			

NOTES	Assumptions on:	Expenditure	
			Coordinator = Salary + on-costs x 27 months
			Trainees = Salary + pension + NI x 24 months NB: 4 week overlap in Feb 2015
Knot Tyers - £2k	PURPLE = inseted number		Mapping = £700pcm x 24 months, invoiced quarterly + 25% expenses invoiced every 6 months
NHS(UK) - £3800	BLACK = formula derived		IBTC = invoice pro-rata each April and each November
PRISM - £8000	RED = minus sum		FCR = partners to invoice twice a year (July & January)
			Evaluation at end, single invoice
			Recruitment = Coordinator & mapping & evaluation recruit via free sector websites - £1250 for each trainee intake
			Promotion = 50% January 2014 & 50% November 2014
			Trainee travel = £357 per movement (14 in total, most in May)
			Tools & equipment = 50% central in each Feb and 50% host in April 2014 & March 2015
			Personal Development = 50% per intake for 1st IBTC session
			Networking = 50% per intake in 2nd IBTC session
			Partner meetings = 20% per 5 meetings
		Income	HLF = 95% of invoiced expenditure shown as paid in following month less 10% retention
			Final payment July 2016 ... this is often negotiable

SHTP - APPENDIX 3b - Project Costs Breakdown	
List cost descriptions and amounts	Revenue Costs
	£
Project Co-ordinator	35,000
On-costs	2,500
Project Co-ordinator expenses	4,000
Masterclasses	3,000
Recruitment	2,500
Trainee payments	120,000
Trainee NI & pension contributions	16,000
Trainee travel expenses	5,000
Tools and equipment	3,500
Trainee personal development	5,000
Web development	1,000
Networking Days	1,000
Promotion	1,500
Evaluation	3,500
Skills mapping	20,000
Maintenance course	29,000
Partnership meetings	3,300
Contingency	1,500
Total direct project costs	257,300
FCR	17,625
TOTAL PROJECT COST	274,925

Full cost recovery spreadsheet		Shipsape Heritage Training Partnership	
Enter data in unshaded cells only. Do not alter shaded cells.			
Refer to the 'Project overheads spreadsheet guidance notes' for assistance with each step and read the 'Applying for your project overheads' guidance for case study examples and further information.			
Step 1: Information about your project			
1.1	Organisation name	National Historic Ships UK	
1.2	Project name	Shipsape Heritage Training Partnership	
1.3	Funding year	2014-2016	e.g. 2010/2011 or 2010
1.4	Project duration (weeks) in the funding year	60 (calculated on duration of host vessel placements only)	If the project will run for the whole of the funding year, enter 52 or leave blank. See section 1.3 of the 'Project overheads spreadsheet guidance notes' if your project runs for more than 1 year.
1.5	Percentage of the funding year	100%	
Step 2: Enter your project's direct costs			
List cost descriptions and amounts		Revenue Costs £	Capital Costs £
Project Co-ordinator		35,000	
On-costs		2,500	
Project Co-ordinator expenses		4,000	
Masterclasses		3,000	
Recruitment		2,500	
Trainee payments		120,000	

SHTP – Appendix 3 – Cash-flow, Project costs and Full cost recovery

Trainee NI & pension contributions	16,000	
Trainee travel expenses	5,000	
Tools and equipment	3,500	
Trainee personal development	5,000	
Web development	1,000	
Networking Days	1,000	
Promotion	1,500	
Evaluation	3,500	
Skills mapping	20,000	
Maintenance course	29,000	
Partnership meetings	3,300	
Contingency	1,500	
Total direct project costs	257,300	-

Step 3: Describe how your organisation's overheads are to be shared

		Overhead type 1	Overhead type 2	Overhead type 3
3.1 Type of overhead	Describe the type of overhead, for example: Administration Premises Management and support	Management		
3.2 How the overheads are to be shared	Describe how each type will be shared for example: Number of staff Floor area occupied Staff hours	Staff hours		

Step 4: Share the overheads

Step 4: Share the overheads		Enter projects' shares below:		
		Management		
	List projects below:	Staff hours		

SHTP – Appendix 3 – Cash-flow, Project costs and Full cost recovery

4.1	Your project	Shipshape Heritage Training Partnership	15.00		
4.2	Other projects:	Excelsior Trust	30.00		
		Trinity Sailing Foundation	30.00		
		Sea-Change Sailing Trust	30.00		
		Scottish Fisheries Museum	27.00		
		Dauntseys	35.00		
4.3	Overheads				
Totals			167.00	-	-
Increase in activity due to your project			10%	0%	0%
Percentage due to your project			9%	0%	0%

Step 5: Enter your organisation's overheads

	Management		
	£	£	£
Excelsior Trust	31,245		
Trinity Sailing Foundation	31,245		
Scottish Fisheries Museum	42,495		
Sea-Change Sailing Trust	33,750		
Dauntseys School Sailing Club	57,495		
Totals	196,230	-	-

Step 6: Full costs of your project

These are the full costs of your project		£	£
Direct costs	Revenue costs	257,300	

	Capital costs	-	
Total direct project costs			257,300
The project's share of the overheads	Management	17,625	
		-	
		-	
Total share of the overheads			17,625
Full project costs			274,925

Step 7: Funding from other sources

1. List sources of income that can only be used for overheads	Amount anticipated for the whole organisation from this source	Amount anticipated for this project
		£
		-
		£
		-
		£
		-
2. List sources of income that can only be used for direct project costs for this project		Amount anticipated £
3. List other sources of income for this project that can contribute both to direct project costs and overheads		Amount anticipated £
Total funding from other sources		-
£ of direct costs to be shared between funders supporting overheads and direct project costs		£ 257,300
% of direct costs supported by funders that mix direct costs and overheads		100.00%
£ of overheads to be shared between funders supporting overheads and direct project costs		17,625

% of costs to be shared between funders supporting overheads and direct project costs that other funders are contributing	0%
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Step 8: The contribution you can ask us to make

These are the maximum contributions we can make towards your project. Please also check if the programme you are applying to has a maximum grant size. If it does, you should not apply for more than that amount.	£
Towards the direct costs of your project	257,300
Towards your project's share of the overheads	17,625
Total contribution towards your project	274,925