Election Access Fund application: Budget Guidelines

Introduction

As part of your application to the Election Access Fund, you must include a budget showing what equipment, services, and supports you are applying to have funded and the costs involved with each. The costs must be actual and reasonable.

To fill in the budget template accurately, you will need to get quotes and estimates for the equipment, services, and supports you are applying to have funded.

Please refer to the Application Guidelines and the Election Access Fund website for more detailed guidance.

If you would like help or advice about completing the Budget template, please contact the Election Access Fund team:

- electionaccessfund@elections.govt.nz

- 0800 36 76 56.

Before you fill in the budget template

Planning is an important part of the application process. To fill in the budget template and application form properly, we suggest you:

- plan the activities you will do either to seek selection as a candidate or to campaign for election. If you want to stand for a political party, they will be able to help you estimate things like the number, type, and location of meetings

- list and describe each of the supports you will need that relate to your disability and the activities they are needed for

- for the services you need, give your best estimate of the number of hours and any travel needed for service providers

- give a per-item or per-hour cost as well as a total cost estimate for each product or service you will be using. Cost limits are defined in the application form

- explain your per-item or per-hour costs and gather evidence, for example, costs from previous use of the service or quotes

- ideally, get two quotes from two different suppliers (for equipment and technology) and tell us which you think is best and why.

The budget template

You can use either the Commission's budget templates or create your own. The budget template is available in Microsoft Excel, PDF, and Word versions. We recommend the Excel version as it makes all the calculations for you.

The Commission's budget template and instructions for creating your own can be found on the Election Access fund webpages' [Application forms](#)

If you create your own budget template, it must provide the same information as the Commission's templates.

Completing the template on a laptop or desktop computer is easiest, but other devices can also be used.

Follow these steps:

1. Download the budget template onto your device

2. Open the template and save it

3. Enter the date and your name

4. Example answers are included in the budget template for extra guidance: please delete and replace with your own details.

Note: for advice on apps or devices, please consult the manufacturer.

How to fill in the budget template

The template is divided into three main sections:

1. Equipment and Products

2. Supports and Services

3. Totals.

1. Equipment and products

The budget template is set out as outlined below. Using the quotes and estimates you have received, enter the following details for any equipment or products you are applying to have funded.

Column	Detail	Instruction
1	Item	Explain what the equipment or product is
2	Rental or purchase	State if you are renting or buying the item
3	Comments	• Enter how long the item is needed • State reason for purchase or rental • Enter any other relevant information
4	Supplier	Enter in the name of the preferred supplier
5	Cost	• Enter the cost, including GST • Do not include a dollar sign ($): for example, 500.00 **not** $500

2. Supports and services

The budget template is set out as outlined below. Using the quotes and estimates you have received, enter the following details for any supports and services you are applying to have funded.

Column	Detail	Instruction
1	Service	Enter the name or type of support/ service
2	Provider name	Enter the name of the Provider
3	Frequency/ duration	• Enter the frequency (how many times you need the support/ service) and the duration (how long the support/ service is needed for • Enter any other relevant information
4	Hourly rate or set fee	Enter the hourly rate or set fee costs and add the frequency and duration in column 3

Column	Detail	Instruction
5	Transport/ mileage cost	Enter the transport or mileage costs and multiply that by the frequency in column 3
6	Travel-related expenses	Enter in costs for expenses, such as accommodation and meal allowances for support assistants
7	Cost	• Enter the cost, including GST • Do not include a dollar sign ($): for example, 500.00 **not** $500

Note:

- If you are using the Excel template, the subtotal and totals for all are automatically calculated. If you are using another version of the template, you will need to do the calculations manually. You can also leave it blank and the Commission will calculate totals for you.

- If there are not enough rows in the template, you can copy and paste an existing row. If you are using the Excel template, this will ensure the automatic calculations will work.

3. Totals

- If you are using the Excel budget template, the 'Total Expenses', 'Contingency at 5%', and 'Total Request' values further down, will be calculated automatically.

- If you are using another version of the template, you will need to do the calculations manually. You can also leave it blank and the Commission calculate totals for you.

Once you have completed the budget template, please save it and include it with your application. If you are submitting your application online, you will be asked to upload your budget at the end of the online application process.