



Creating your own budget for instructions for the Election Access Fund/ Te Tomokanga — Pūtea Whakatapoko Pōtitanga application

Introduction

As part of your application to the Election Access Fund, you need to include a budget for how you plan to spend the money you are requesting. We have provided a budget template in spreadsheet format that you can download from this page. We highly recommend you use this template if you can.

If you choose not to use this template, you can create your own.

You will need to ensure your budget contains the information described in this document.

Please contact the Election Access Fund team on electionaccessfund@elections.govt.nz or phone 0800 36 76 56 if you would like further advice.

What formats can I use?

You may submit your budget in one of the following formats:

- Spreadsheet
- Word document
- PDF document

What information do I need to include?

We suggest you separate your budget into the following sections:

- Services
- Products
- Totals

Services

Please include the following information for each service:

- Name of the service: (Example: support assistant; driver)
- Provider or Organisation Name: (Example: John Smith; Freedom Transport Ltd)
- Hourly rate (Including GST if applicable): (Example: 25.00)
- Estimated hours: (Example: 250)
- Total amount: (Example: 6250.00)

Note: Please include a subtotal (**including GST**) for all services at the end of this section.

Products and Equipment

Please include the following information for each product:

- Name of the product or equipment: (Example: Braille display)
- Provider: (Example: ABC Solutions)
- Purchase Price (Including GST): (Example: 3500.00)
- Total: (Example: 3500.00)

Note: Please include a subtotal (**including GST**) for all products and equipment at the end of this section.

Totals

Please calculate and include the following totals:

- Total Expenses: (The total cost of all the equipment and services combined.)
- Contingency at 5%: (Calculate 5 percent of the total expenses above. This is to allow a buffer in case there are any cost increases)
- Total requested (The final total of the funds you are requesting)

Once you have completed your template, please save it and include it with your application.

Please contact the Election Access fund team (electionaccessfund@elections.govt.nz or phone 0800 36 76 56) if you need more information on any part of this process.