



## **Budget template 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 a 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 in the creating your own budget for the Election Access Fund application Document, which you can also access from this page.

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

These instructions are for the budget template.

### **How do I complete the budget template?**

The budget template is in a spreadsheet format that works with Microsoft Excel. It is best completed using a laptop or desktop computer but can be completed using other devices. Please consult your device manufacturer for advice on specific devices or apps.

1. Download the budget template onto your device.
2. Open the template.
3. Enter your name, the same name you used on the application form.

The template is divided into three main sections:

- Services.
- Products.
- Totals.

### **Services**

For any services, such as support assistants:

- Enter their job title or the reason you hired them in Column A. (Example: Support Assistant; driver.)
- Enter their name or the organisation they work for in Column B. (Example: John Smith; Freedom Transport Ltd)
- Enter their hourly rate, including GST if applicable, in Column C, in numbers without the dollar sign (\$). (Example: 25.57)
- Enter the estimated number of hours in Column D. (Example: 40)
- The total cost for each service will be calculated automatically in Column E.
- The subtotal for all services will be calculated automatically further down Column E.

Note: You can copy and paste an existing row if there are not enough in the template. Copying and pasting will ensure the automatic calculations will work.

## **Products or Equipment**

For any products or equipment you plan to purchase:

- Enter the name of the product or equipment in Column A. (Example: Braille display)
- Enter the provider or organisation who supplies the product or equipment in Column B. (Example: ABC Solutions)
- Enter the purchase price of the product or equipment (including GST) in Column C with no dollar sign (\$). (Example: 3565.42)
- The total of each product or equipment purchase will be calculated automatically in Column D.
- The subtotal of all products and equipment will be calculated automatically further down Column D.

Note: You can copy and paste an existing row if there are not enough in the template. Copying and pasting will ensure the automatic calculations will work.

## **Totals**

The “Total Expenses”, “Contingency at 5%” and “Total Request” values further down Column D will be calculated automatically once you’ve filled in all your expenses.

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

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