1. INTRODUCTION

This section of the guidance provides grantees with access to the financial templates to be used in budgeting, reporting, and the claiming of funds from the Fund Manager. The guidance also provides basic instructions on how grantees can complete the templates themselves.

Templates are separated into two categories based on the grant type:

- Opportunity / Innovation Grants
- Strategic / Network / Strengthening Grants

In some cases, the earlier funding windows were completed using budget templates which have minor differences from the later standardised templates. Where grantees find that the templates covered below do not fit their budgets they should contact their Fund Manager.

2. BUDGET

Opportunity / Innovation Grants

Budgets are completed during the pre-contracting stage of grant setup. Opportunity / Innovation grants are for a period up to one year and budgets should conform to the conditions of the grant. The Budget Template document has two sections which require completion

- **Summary Budget** - this is an overview of costs incurred in undertaking the project. A structure for these costs has been provided and each section of the summary budget
with standardised classification of sub-headings. The classifications are explained in more detail in the #2 Budget Classification and Budget Management document of this guidance.

- **Budget Notes** - detailed notes should be provided to explain the costs included in the summary budget. A note and breakdown should be provided for each line of costs and should include, at a minimum, justification for the expenditure, the basis of the estimated cost, and quantities.

Further instructions on the completion of the templates are included in guidance pages within the files themselves.

**Strategic / Network / Strengthening Grants**

Budgets are completed during the pre-contracting stage of a grant setup and the template has two sections which require completion:

- **Workplan Template** - to provide the basis for monitoring grant progress, AmplifyChange requires applicants to submit a workplan alongside their budget. The workplan should be indicative of the timing of key activities over the two years of the project; activities and sub-activities listed in the workplan must be aligned with the budget for the project, to ensure a sufficient cash flow can be planned to fund project activities.

- **Budget Template** - the budget template for the larger grants is considerably more detailed than the Innovation / Opportunity grants. The budget is a financial depiction of the workplan and should reflect the same activities included in the approved workplan. The template requires the grantee to set out the activities, anticipated prices, and the quantities of each activity to encourage bottom-up forecasting of an accurate budget.

Further instructions on the completion of the templates are included in guidance pages within the files themselves.
3. CLAIMS AND FINANCIAL REPORTING

Opportunity / Innovation Grants

Opportunity / Innovation grants receive all funding upfront, and as such don’t need to make any further claims on their budget across the project life. At the end of the project however, grantees must complete a Financial Report setting out how the project budget was expended against its workplan and budget. The template has two sections which require completion:

- **Detailed Transaction Listing** - grantees must report on 100% of transactions spent on the project. The Detailed Transaction Listing template requires full details of each transaction incurred against project budgets, and should be reconcilable to the workplan and the financial report. Grantees should be aware that the details set out in this report are subject to audit; all transactions claimed are expected to be supportable by evidence (for example, receipts and invoices).

- **Financial Report** - the financial report is intended to show the same figures as the Detailed Transaction Listing but aggregated by budget heading. The figures must reconcile 100% to those included in the Detailed Transaction Listing and where this is not the case, the financial review will not be completed. Where there is more than 20% variance on any of the budget headings, the grantee must complete a narrative explanation to give reasons for the difference.

Further instructions on the completion of the templates are included in guidance pages within the files themselves.
Strategic / Network / Strengthening Grants

Strategic / Network / Strengthening grantees must complete financial reporting every six months during the project life. In addition to acting as a means of financial reporting the template also acts as a claim form to allow the next tranche of funding to be released to each grantee. Without an agreed version of this template, no further disbursements will be released to the project.

The financial reporting and claim must be completed by all grantees every six months. The pattern of disbursement is set out below:

<table>
<thead>
<tr>
<th>Payment Trigger</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Contract</td>
<td>1st disbursement (7.5 month tranche)</td>
</tr>
<tr>
<td>6 monthly report received and approved</td>
<td>2nd disbursement (6 month tranche)</td>
</tr>
<tr>
<td>6 monthly report received and approved</td>
<td>Y disbursement (6 month tranche)</td>
</tr>
<tr>
<td>6 monthly report received and approved</td>
<td>X disbursement (4.5 month tranche)</td>
</tr>
<tr>
<td>Final 6 monthly report received and approved</td>
<td>Repayment of any unspent balance</td>
</tr>
</tbody>
</table>

The template has two sections which require completion:

- **Detailed Transaction Listing** - the Detailed Transaction Listing is very similar to the transaction listing required by Opportunity /Innovation grants. Grantees must report on 100% of transactions spent on the project over the 6-month period being reported upon. The Detailed Transaction Listing template requires full details of each transaction incurred against project budgets, and should be reconcilable to the workplan and the financial report. Grantees should be aware that the details set out in this report are subject to audit, all transactions claimed are expected to be supportable by evidence (for example, receipts and invoices).

- **Financial Report** - the financial report for Strategic / Network / Strengthening grantees is split into two sections – one covering the 6-month period recently completed and one covering the next 7.5-month period to be forecast:

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1 This is a generic repayment schedule of indeterminate length. Different project types will have different life-lengths.

AmplifyChange – Financial Guidelines – #4 Reporting Requirements: P4
• **6-month reporting period** - the purpose of this section is to report on those transactions completed already. The figures in this section should match the Detailed Transaction Listing 100%. Where there is a variance on any budget sub-heading of greater than 20%, the grantee must provide a short narrative explanation of the cause of the variance.

• **7.5-month forecast period** - as above, in order to make a disbursement it is important for the Fund Manager to know what funds have been left over from the previous reporting period, and what funds are intended to be spent in the next period. Due to the pattern of disbursement set out in the table above, the forecast must cover 7.5 months rather than 6 months to allow grantees to have 6 weeks of working capital at the end of the next 6-month reporting period.

Further instructions on the completion of the templates are included in guidance pages within the files themselves.

4. **BUDGET REVISIONS**

**Opportunity / Innovation Grants**

Grantees have a significant degree of flexibility allowing movement between the different sections of their budget. The #2 Budget Classification and Budget Management document of this financial guidance sets out the limits of this flexibility that do not need the approval of the Fund Manager. Where the grantee needs flexibility beyond what is allowed within these rules, then a Budget Revision must be agreed with the Fund Manager.

The Budget Revision Template gives grantees the opportunity to show their proposed, revised budget versus the agreed existing budget. Where the budget has been revised the grantee must provide an explanation describing the change and the impact on the project. The template has two sections which require completion:

• **Summary Budget** - this section is split into two parts – the original budget and the revised budget. The difference between these two figures is calculated by formulae in the template.
• **Budget Revision Notes** - in all cases where the Summary Budget sheet shows a budget revision, the **grantee must** provide a narrative note explaining the revision. Without these explanations the budget revision cannot be approved.

Further instructions on the completion of the templates are included in guidance pages within the files themselves.

**Strategic / Network / Strengthening Grants**

Budget revisions for Strategic / Network / Strengthening grants follow a very similar process to the Opportunity / Innovation grants; the main difference being that budgets run for more than one year, giving an extra dimension to the potential revisions.

The **Budget Revision Template** gives grantees the opportunity to show their proposed, revised budget, versus the agreed existing budget. Where the budget has been revised, the grantee must provide an explanation describing the change and the impact on the project. The template has **two budget sections** which require completion:

- **Budget Revision** - this is split into two parts – the original budget and the revised budget. The template automatically calculates the difference between these two figures.
- **Budget Revision Notes** - in all cases, where the Summary Budget sheet shows a budget revision, the grantee must provide a narrative note explaining the revision. Without these explanations, the budget revision cannot be approved.

You will notice that there is also space within this document to amend your workplan if (after discussion with your Fund Manager) it is felt to be necessary.

Further instructions on the completion of the templates are included in guidance pages within the files themselves.