

# *Standard project budget template*

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Your application must include a project budget that is detailed and accurate so our assessors can see your project is viable.

Your budget needs to:

- list all the costs to the project and show how those costs were calculated
- show which costs you're asking the CNZ grant to cover
- list all the other sources of revenue, such as earned revenue, other cash support or in-kind support.

You can create your project budget either by:

- entering the figures into [our online budget form](#), which is built into the 'How Much' tab of the application form, or
- downloading an Excel project budget template, filling it in and uploading it to the 'Support material' tab of the online application form.

**>> [CNZ-project-budget-template.xls](#)**

For instructions on how to create a budget using our online budget form, refer to [‘Create a project budget’](#) in the Portal User Guide.

For instructions on how to upload an Excel template to your application, refer to [‘Add documents and support material’](#) in the Portal User Guide.

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