

Appendix 1 – Sample Budget Items
Checklist for Application of Urban Renewal Heritage Preservation and
District Revitalisation Funding Scheme

Office or Soft Programme Venue Expenses (if any)	<ul style="list-style-type: none"> - Rental (Incl. Government Rent & Rates) - Stamp Duty - Agent Commission - Renovation - Office Equipment (List out items) - Electricity, Water, Internet, Telephone, Cleaning
Staff Cost for Project Management & Administration	<ul style="list-style-type: none"> - Monthly and total Salary (Incl. MPF) for each staff level with the following info provided: <ul style="list-style-type: none"> ➤ Job Position ➤ Job Description ➤ Qualification & Requirement ➤ Job Period ➤ Percentage of involvement (over a full-time job if the staff is not full time engaged in the project)
Administration Cost	<ul style="list-style-type: none"> - Operation Cost, including but not limited to: <ul style="list-style-type: none"> ➤ Printing ➤ Stationery ➤ Postage ➤ Transportation ➤ Miscellaneous - Audit Fee - Insurance
Marketing	<ul style="list-style-type: none"> - Promotional items, including but not limited to: <ul style="list-style-type: none"> ➤ Public Relation (PR) Consultancy (If any) ➤ Social Media advertisement ➤ Web site design & hosting ➤ Printed Matters ➤ Souvenirs ➤ Advertisement
Programme (Software)	<ul style="list-style-type: none"> - Subject to the proposed programme, may include: <ul style="list-style-type: none"> ➤ Public Engagement programmes ➤ Workshop <ul style="list-style-type: none"> ❖ Consultancy Company (If any) ❖ Volunteer Cost ❖ Materials ❖ Photo/Video Shooting ❖ Tutor Fee ❖ Researcher Fee ➤ Publications (if any) ➤ Opening / Closing ceremony (if any)

<p>Programme (Hardware /Exhibition /Artwork installation etc)</p>	<p>- Subject to the proposed programme, may include:</p> <ul style="list-style-type: none"> ➤ Fee for Designer/ Artist/ Professional consultancy (for code compliance, government approval and technical assessment) (if any) ➤ License fee (if any) ➤ Venue Rental (if any) ➤ Production, Installation, Reinstatement Cost ➤ Any other cost may occur for hardware programme
<p>Income</p>	<p>- If any.</p>
<p>Social Impact Assessment</p>	<p>- By quotation – to be separately provided upon signing of Grant Agreement</p>
<p>Contingency</p>	<p>- 5% of total budget (excluding Staff cost) in general, unless otherwise justified</p>

Notes:

1. All items listed here are for reference only, and shall subject to project proponent’s own proposal and final sum mutually agreed by the awarded Applicant and the URF, stipulated in the Grant Agreement.
2. All budget of purchase of goods and services shall be subject to the actual cost obtaining on a competitive basis in accordance to 8.12 of the Application guidelines. Such competitive basis is to be based on the applicant’s organisation’s procurement procedure (if available) or that agreed with URF, prior to entering to the Grant Agreement.
3. Project staff engaged in approved projects should be recruited through an open and fair procedure according to 8.13 of the Application guidelines.