Notes for costing:

Please state the amount of funds requested from the CST. This should include any VAT which cannot be recovered by the applicant, the CST cannot recover VAT.

To ensure the CST can compare the value for money of differing projects, show the gross costing for the project. A reconciliation should be provided to the amount requested, by for instance detailing funding from other sources, pro bono work and VAT which the applicant can recover.

The gross costing should outline where applicable:-

* Number of days on the project
* Staff used
* Daily rate applied
* Expenses which for travel, subsistence and accommodation should be based on HMRC approved rates.
* Materials
* Any sub-contractors with their equivalent daily/hourly rate and what they are contracted to provide
* VAT
* Contingent sums
* Any other relevant costs

If there is a distinct phasing of the project such as between excavation and post excavation work then a breakdown of the costs between these different phases would be useful.

The CST will not normally fund equipment. If required please justify and show net of any residual value at the end of the project.

The CST will not normally fund overheads, if included, please justify. The CST reserves the right not to fund.

If the project is outside the UK, non GBP can be used for the costing. Please state a Base Exchange rate expected to be applied for the funding from the CST. The CST will accept variations from this Base Exchange rate but with a ceiling of a 5% deterioration in the value of the GBP.

Funding will be made as follows. A maximum of 50% on the commencement of the project, 25% on its completion and 25% on the final report being signing off. All payments will only be made on supply of an invoice which should be from the named sponsoring organisation of the project.