

Budget Information

Please note the following when completing your project budget:

- The budget must account for **all costs** of your project, even if they are ineligible items for funding.
- Round to whole dollars.
- One written quote is required for items in the budget \$500 to less than \$1500 (GST Exc).
- Two written quotes are required for items \$1,500 (GST Exc) and over.
- **If you are registered for GST:** Expenditure and Income figures in the budget should be for the GST EXCLUSIVE amounts. Council will pay the successful grant recipient the amount of the grant plus 10% GST.
- **If you are NOT registered for GST:** your expenditure should include the GST to be paid.
- When you have completed your budget the Total Expenditure and Total Income plus amount requested for Council funding must be equal.

Expenditure

List all the possible expenses associated with the activity even if they are not intended to be covered by the grant. This is important as it identifies the real cost of your activity.

Remember that not every item included in your expenditure column is eligible for support.

Evidence of the expenditure costs quoted will strengthen your Application.

If you don't provide relevant support material for the budget, Council may ask you to show evidence of these costs before they will approve your application. This may apply to all items, not just the ones for which you are requesting support.

Read through the following checklist to ensure you have covered all the likely costs in your budget. This list covers items for a range of activities so only include what is appropriate for your project.

Fees

This section of the budget refers to facilitator fees and expenses paid to appropriate personnel participating in the activity.

Production/Program Costs

These items can include:

- costs directly related to the activity (other than salaries, fees and allowances)
- equipment expenses
- materials; seminar/workshop costs; opening/launch costs
- production costs
- equipment hire and maintenance

Promotion & Marketing

These might include:

- Advertising - press and electronic; other printed or promotional material, marketing and audience initiatives; other services used directly in posters, programs, photos or videos.

Administration Costs

These might include:

- audit and accounting expenses
- office supplies, printing
- legal and licence fees
- bank charges and taxes
- telephone and fax costs
- insurances [pro rata for duration of project] public liability, equipment, workers compensation, volunteers insurance
- consumables
- electricity

Note that items listed above are not necessarily eligible for support but need to be included in the expenditure column where relevant to give an accurate summary of the project costs.

Check the *Guidelines* to find out which costs are eligible to include in the grant application.

Income

List all the **possible** income associated with your activity. Read this checklist to ensure you have covered all the likely sources of income in your budget. The following list covers a range of activities so only include what is **appropriate** for your budget.

Earned Income

These items might include:

- Publications/merchandise sales
- Ticket sales, admission fees, performance income
- Sale of product
- Membership/subscription fees
- Workshop fees
- any sundry income

Example: How to estimate *projected* income from a workshop

Q: How many people can attend? A: 20 maximum

Q: What is the cost? A: \$20 per person

A good rule of thumb is to calculate 50% of the total possible income as you might not be able to fill the class. 20 people at \$20 = \$400, 50% of \$400 = **\$200** This is your *projected* income.

Contribution from applicant and others (please note if this is in-kind)

Example

Project coordinator which is a volunteer position and no payment is made. You can also estimate an administration fee based on 10% – 15% of the total cost of the activity. The cost of insurance, phone and postage is covered by the applicant organisation.

Other Grant Income

This might include:

- grant funding confirmed or received, from any other funding source, for components of this project which are not included in the grant column of your budget or
- any other grants you have applied for that have not yet been approved (please indicate when notification will be received.)

Note: for more complex projects it is advisable for applicants to apply for extra funding from other sources as the Program does not fund 100% of an activity or project. There may be items in the project which are not eligible for funding under the Program but may be eligible in another grant fund.

Sponsorships, fundraising & donations

These can include:

- corporate and private sponsorships or donations (cash)
- In-kind, non-cash; free advertising, materials
- Reduced fees or costs to support the project

You need to put a monetary figure on any non-cash donation, for example someone's time.

Grant

The **bottom section** in the budget is the amount of funding support that you are applying for.

Example One - Purchase/upgrade

EXPENDITURE ITEM		Total Cost\$
Upgrade to ground/facility/ purchase of item		30,000
Project management and installation costs		500
TOTAL (X)		\$30,500
INCOME/ OTHER SUPPORT (WHO & WHAT)	FINANCIAL OR INKIND?	Value (\$)
ABC Inc - Proceeds from Fundraising	F / IKA	1,000
XYZ Benefit Fund - grant confirmed	F / IKA	20,000
ABC Inc - volunteer time to install \$25 /hr x 100 hours	F / IKA	2,500
Donations and sponsorships	F / IKA	3,000
TOTAL (Y)		\$26,500
AMOUNT REQUESTED FOR COUNCIL FUNDING		\$4,000
		X-Y

Example Two - Workshop

EXPENDITURE ITEM		Total Cost\$
Trainer fees		2,000
Advertising & Promotion		500
Catering		200
Workshop materials (pens, paper, printing)		100
Venue Hire		500
TOTAL (X)		\$3,300
INCOME/ OTHER SUPPORT (WHO & WHAT)	FINANCIAL OR INKIND?	Value (\$)
ABC Inc - Proceeds from Fundraising	F / IKA	200
Workshop fees (20 people @ \$10)	F / IKA	200
Venue hire - XYZ Shire Council	F / IKA	450
Donations and sponsorships	F / IKA	50
TOTAL (Y)		\$900
AMOUNT REQUESTED FOR COUNCIL FUNDING		\$2,400
		X-Y