

Budget Fact Sheet and Budget Template

Your project budget provides the total costs and revenue you must have to deliver your project.

Applicants need to consider both supply and installation costs and all potential income streams.

Budgets must have detail of all money that will contribute to the project (income) and the cost of all the items required to spend on the project (expenditure). This ensures you have considered your budget thoroughly and have the financial ability to deliver your project.

Suggestions in developing your project budget:

- Start with a project plan, so you have thought of everything you need to deliver your project.
- Explain and provide specific details for each item in separate lines provided (see sample below).
- Obtain and attach quotes or pricing, especially for larger items and capital projects.
- List all forms of project funding contributions including any ticket sales, other grants, donations etc.
- Don't over or underestimate your projects costs.
- The income total and the expenditure total must be equal; if not there are questions on the applications to allow you to answer how any profit is to be used.

Documenting In-kind support in your budget

In-kind support refers to any non-cash support towards your project by time of volunteers and goods or professional services by suppliers.

This may be in the form of donation of services or goods. Some examples include:

- voluntary labour (e.g., project labour, painting work, program facilitators etc)
- donated goods (e.g., kitchen equipment, catering, equipment hire)
- donated services (e.g., professional advice from an architect or other specialist consultants)

Estimating the work required will help determine your contribution and details the true value of your project.

The value of in-kind support should be reflected in both your income and expenditure.

Breakdown estimated in-kind support to show how the figure in your budget was reached. i.e.:

In kind service provided	Supplier	# of hours	Rate per hour	Total Value \$
Design and feature survey drawing	XYZ Conveyancer	2	\$45	\$90
Labour to install boundary fencing – 3 people	Nerring Men's Shed	10	\$20	\$200
Planning and coordination	General committee member contribution	5	\$20	\$100
Donation of fencing wire	Joe's Hardware Store	N/A	N/A	\$800

Applicants' financial contribution

There is requirement for larger projects to contribute financially:

- For small requests (under \$2,000), no applicant cash or in-kind contribution is required.
- For larger projects, applicants should provide contributing resources.
- Council will provide funding on a 2:1 basis for projects, meaning that for every \$2 provided by Council, successful applicants must contribute a minimum of \$1 towards the project cost (including in-kind).
- In kind contributions by business applicants will not be eligible for matching contributions.

Should applicants be able to demonstrate financial hardship, financial requirements may be negotiated. Please discuss with the Community Grants Coordinator, prior to lodging your submission.

Funding Category	Total	Funding Ratio
Community Grant	Up to \$2,000 \$2,000 and over	No contribution \$2 : \$1
Shop Façade Improvement	Up to \$4,000	\$1 : \$1
Event Sponsorship	Up to \$2,000 \$2,000 and over	No contribution \$2 : \$1
Responsive Grant	Up to \$550	No contribution

Compliant financial contribution – Annual Grant and Event Sponsorship Category:

Council Requested Grant	Applicant Contribution		Total Project Value	Eligible	Explanation
	Cash	In-kind			
\$2,000	\$1,000	\$0	\$3,000	Yes	\$2: \$1 funding ratio met with cash
\$2,000	\$500	\$500	\$3,000	Yes	\$2: \$1 funding ratio met with in-kind and cash

Compliant financial contribution – Shop Façade:

Council requested Grant	Applicant Contribution	Total Project Value	Eligible	Explanation
\$4,000	\$4,000	\$8,000	Yes	\$1: \$1 funding ratio met with cash
\$1,000	\$1,000	\$2,000	Yes	\$1: \$1 funding ratio met with cash
\$4,000	\$16,000	\$20,000	Yes	Funding ratio met with cash to capped council contribution of \$4K

How to manage GST

- If your organisation IS registered for GST – please do not add GST to any amounts in your budget.
- If your organisation IS NOT registered for GST – please include all GST on expenditure items.

Sample Budget

The online application form provides the structure and entry fields (as presented below) for you to type in direct.

The below shows an example of the preferred supplied budget:

Income Descriptions	Details	Income Amounts (\$)
Council Funding	-	\$4,000
Applicant cash contribution	Confirmed in bank account	\$1,800
In kind contribution	Committee facilitation of program sessions - \$20 per hour x 10 hours	\$200
Other grants	Wind Farm Grant	\$700
Sponsorship	Local business association	\$500
Ticket sales / admission	\$9 per ticket x 100 attendees	\$900
Venue Hire donation	Scout Hall fee waiver	\$200
Food and drink sale	\$5 per head in drink sale	\$500
Merchandise sale	-	
Other income	Donated eftpos machine for entry ticket sales – Spalding Retail	\$200
Other income	-	
Other income	-	
TOTAL INCOME		\$9,000

Expense Descriptions	Details	Expense Amounts (\$)
Equipment Costs	Project equipment (quote by XYZ company)	\$4,500
Material costs	Workshop participant material (est. from Qwerty Stationary Store)	\$500
Entertainment	Welcome to country fee and closing ceremony	\$500
Catering	Catering (\$3 per head 100 adults)	\$300
Facilitator cost	Session facilitation at \$100 x 2 sessions	\$200
Printing & Marketing	Session programs and flyers (quote by Trewq Printers)	\$1,000
Advertising	Local newspaper advertising	\$200
Administration	-	
Permit Fees	-	
Venue Hire	Scout hall at \$40 per hour x 5 Hours	\$200
Prizes and Donations	-	
Signage	External banner design and print	\$1000
Other Expenditure	EFTPOS hire (provided by Spalding Retail)	\$200
Other Expenditure	Photographer / videographer – Quote by Film R Us	\$400
Other Expenditure	-	
TOTAL EXPENSE		\$9,000

Budget Template

Income

Income Descriptions	Income Description	Income Amount (\$)
Council Funding Requested		
Applicant Cash Contribution		
Applicant In- kind		
1 Other Grants – State		
2 Other Grants – State		
Sponsorship		
Ticket sales / Admission charge		
Venue hire donation		
Food and Drink Sale		
Merchandise sale		
Other Income		
Other Income		
Other Income		
Other Income		
Other Income		

Expenses

Expense Items	Expense Description	Expense Amount (\$)
Equipment Costs		
Material Costs		
Entertainment		
Catering		
Facilitator cost		
Printing and Marketing		
Advertising		
Administration		
Permit Fees		
Venue Hire		
Prizes and Donations		
Signage		
Other Expenditure		
Other Expenditure		
Other Expenditure		