

## WHAT YOUR BUDGET SHOULD INCLUDE:

- A** A description of all project item expenses — including in kind contributions.\*
- B** The cost of all project items, excluding GST.
- C** The contribution from your organisation.
- D** Income from other sources (eg. donations/ticket sales/other funding).
- E** The community grant funds requested from Council.
- F** The cost of Council facility hire.\*\*

\* In kind contributions are goods or services that have been gifted to the project, including volunteer hours.

\*\* Please ensure the total of **E** + **F** does not exceed the maximum \$10,000.

## EXAMPLE BUDGET

Total cost of project	\$3,840	<b>B</b>
Total cost of organisation's contribution	\$1,990	<b>C</b>
Total other funding sources	\$450	<b>D</b>
Total cost of community grant request	\$1,400	<b>E</b>
Total cost of Council facility hire	\$400	<b>F</b>

Please ensure the total of **E** + **F** does not exceed the maximum \$10,000.

PROJECT ITEMS		FUNDING SOURCES		
Description of items for the project	Cost of project item (\$)	Organisation's contribution (\$)	Other funding sources (\$)	Community grant request (\$)
Advertising — <i>Leader</i> newspaper	400	-	200	200
Organisations/administration — 10 volunteers x four hours at \$41 per hour	1,640	1,640	-	-
Training	1,000	-	-	1000
Activity supplies (pens, paper and books)	350	150	-	200
Refreshments	200	200	-	-
Banner	250	-	250	-
<b>TOTAL</b>	<b>3,840</b>	<b>1,990</b>	<b>450</b>	<b>1,400</b>

List here all the goods and services required to ensure the project can be effectively completed. This includes in kind goods and services.

**A**

List here the cost of the goods and services.

**B**

List here the total of the organisation's contribution to the project.

**C**

List here the funding provided to the project by other sources.

**D**

List here the total of funding requested from Council.

**E**

## ARE YOU PURCHASING EQUIPMENT?

For amounts more than \$1,000, you will need to provide a quotation or evidence of cost.

## FACILITY HIRE DETAILS

These costs must be provided to you by the facility booking officer.

Location	Usage date	Cost (\$)
Caulfield Park Pavilion	26/9/20	200
Caulfield Park Pavilion	27/9/20	200
<b>TOTAL COST OF COUNCIL FACILITY HIRE</b>		<b>400</b>

List here the cost of facility hire.

**F**