

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 community grant funds requested from Council.
- D** 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 **C** + **D** does not exceed the maximum \$3,000.

EXAMPLE BUDGET

Total cost of project	\$3,840	B
Total cost of community grant request	\$1,400	C
Total cost of Council facility hire	\$400	D

Please ensure the total of **C** + **D** does not exceed the maximum \$3,000.

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

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 funding requested from Council.

C

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
TOTAL COST OF COUNCIL FACILITY HIRE		400

List here the cost of facility hire.

D