

# COVID-19 COMMUNITY ACTION GRANTS 2020–21

## Budget



GLEN EIRA  
CITY COUNCIL

Your community grants budget should accurately reflect your project costs.

### 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.\*\*

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

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

### EXAMPLE BUDGET

Total cost of project	\$3,840	<b>B</b>
Total cost of community grant request	\$1,400	<b>C</b>

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

PROJECT ITEMS		FUNDING SOURCES
Description of items for the project	Cost of project item (\$)	Community grant request (\$)
Advertising	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	-
<b>TOTAL</b>	<b>3,840</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 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. You will need to provide a quotation or evidence of cost for all the items and equipment you propose to purchase.