

COVID-19 RESPONSE AND RECOVERY SMALL BUSINESS GRANTS 2020



GLEN EIRA
CITY COUNCIL

Budget example — Small Business Grants

Your small business grants budget should accurately reflect your work costs.

WHAT YOUR BUDGET SHOULD INCLUDE:

- A** A detailed description of all work item expenses.
- B** The cost of all work items, excluding GST.
- C** The small business grant funds requested from Council.

EXAMPLE BUDGET

Total cost of works	\$2,280	B
Total cost of small business grant request	\$2,000	C

PROJECT ITEMS		FUNDING SOURCES
Detailed description of items for the works	Cost of work items (\$) excluding GST	Small Business grant request (\$) excluding GST
HP 13.3 Laptop	1,240	1,240
Microsoft Office software	340	330
12 month package Squarespace e-commerce	300	220
Training session with Web Design marketing company	400	210
TOTAL	2,280	2,000

List here all the goods and services required to ensure the works can be effectively completed. A detailed description is helpful.

A

List here the cost of the goods and services.

B

List here the total of funding requested from Council.

C

For verification, all items above \$100 must be accompanied with a copy of a detailed quote or invoice.