

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	\$9,250	B
Total cost of organisation's contribution	\$2,700	C
Total other funding sources	\$1,550	D
Total cost of community grant request	\$5,000	E
Total cost of Council facility hire	\$400	F

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> digital edition	1,200	-	200	1,000
Organisations/administration — 10 volunteers x 10 hours at \$41 per hour	4,100	2,000	1,100	1,000
Training	2,000	500	-	1,500
Table and chair hire	1,500	-	-	1,500
Refreshments	200	200	-	-
Banner	250	-	250	-
TOTAL	9,250	2,700	1,550	5,000

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	26/9/21	200
Caulfield Park Pavilion	27/9/21	200
TOTAL COST OF COUNCIL FACILITY HIRE		400

List here the cost of facility hire.

F