

# COMMUNITY GRANTS PROGRAM 2024–2025

## Budget fact sheet



GLEN EIRA  
CITY COUNCIL

Your Community Grants budget should accurately reflect your project costs.

### 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>B</b>
Total cost of organisation's contribution	\$4,800	<b>C</b>
Total other funding sources	\$450	<b>D</b>
Total cost of community grant request	\$4,000	<b>E</b>
Total cost of Council facility hire	\$480	<b>F</b>

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

EXPENSES		PROJECT INCOME		
Description of items for the project	Cost of project item (\$)	Organisation's contribution (\$)	Other funding sources (\$)	Community grant request (\$)
Advertising — Leader digital edition	1,200	-	200	1,000
Organisations/administration — 10 volunteers x 10 hours at \$41 per hour	4,100	4,100	-	-
Training	2,000	500	-	1,500
Table and chair hire	1,500	-	-	1,500
Refreshments	200	200	-	-
Banner	250	-	250	-
<b>TOTAL</b>	<b>9,250</b>	<b>4,800</b>	<b>450</b>	<b>4,000</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 your 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**

### QUOTES AND EVIDENCE OF THE COST

For budget items over \$1,000 you will need to provide a quote or evidence of the cost of the item. This may be a formal quote or an image of a catalogue or website. Hyperlinks are not a reliable source of evidence as they are often deactivated before the application is assessed.

### FACILITY HIRE DETAILS

Facility hire grant requests are **not** to be included in the Income and Expenses table.

Location	Usage date	Cost (\$)
Murrumbeena Community Hub	26/09/24	240
Murrumbeena Community Hub	27/09/24	240
<b>TOTAL COST OF COUNCIL FACILITY HIRE</b>		<b>480</b>

List here the cost of facility hire.

**F**