Community Grants & Sponsorship Program

Budget Example

INCOME VS EXPENDITURE

**EXPENDITURE**

Cost of all the items required for the project

**INCOME**

All the funding that will contribute to the project

BUDGET HINTS

Start with a project plan

Clearly explain and provide specific details for each item in separate lines

Obtain and attach quotes

List all forms of funding contributing towards your project

The budget should include the income and expense items ONLY for the grant project

Don’t over or underestimate your projects costs

The income total and expenditure total must be equal

INCOME EXAMPLE BUDGET

|  |  |  |
| --- | --- | --- |
| **Income Source** | **Confirmed Funding?** | **Income Amount ($)** |
| Latrobe City Council Grant | Unconfirmed | $7,000 |
| Your organisations $ contribution | Confirmed | $1,000 |
| Your organisations in-kind contribution | Confirmed | $1,000 |
| Sponsorship | Confirmed | $500 |
|  | **TOTAL** | **$9,500** |

**Income and expenditure totals are equal**

EXPENDITURE EXAMPLE BUDGET

|  |  |  |
| --- | --- | --- |
| **Expenditure Item** | | **Expenditure Amount ($)** |
| Kitchen supply & installation (quote attached) | | $6,000 |
| Paint for kitchen | | $1,100 |
| Flooring materials | | $1,400 |
| Flooring installation | | $1,000 |
|  | **TOTAL** | **$9,500** |

WHAT NOT TO DO

|  |  |  |
| --- | --- | --- |
| **Income Source** | **Confirmed Funding?** | **Income Amount ($)** |
| Latrobe City Council Grant | Unconfirmed | $7,000 |
| Other | Confirmed | $2,000 |
| **Unexplained funding source** | **TOTAL** | **$9,000** |

**Income and expenditure totals are NOT equal**

|  |  |  |
| --- | --- | --- |
| **Expenditure Item** | | **Expenditure Amount ($)** |
| Kitchen supply & installation | | $6,000 |
| Bunnings  **Project costs not specified and unclear** | | $500 |
| Other | | $500 |
|  | **TOTAL** | **$7,000** |

IN-KIND & VOLUNTARY SUPPORT

# In-kind and voluntary support are contributions to a project other than cash money. Many projects are assisted through different groups within the community. Some support can be in-kind in nature like voluntary labour or donated goods and services.

# May projects are supported by volunteers. If your project is supported by volunteers, you should list the roles of these volunteers and the number of hours they contribute to your project.

# Volunteer hours are calculated at the following rates:

|  |  |  |
| --- | --- | --- |
| **Labour Type** | **Hourly Rate** | **Examples** |
| Volunteer general labour | $20 | * Demolition of club rooms * Preparation works for laying a concrete slab * General clean up following completion of works |
| Specialist labour & support | Up to $45 \* | * Qualified tradesman * Architect * Engineer |
| Donated goods | The price you would pay for them if they were not donated | Any items donated to the project – Kitchen appliances, concrete, building products etc |

EXAMPLES OF HOW TO CALCULATE YOUR IN-KIND & VOLUNTARY CONTRIBUTION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name/s of those who will undertake task** | **Number of hours** | **Rate per hour** | **Total cost** |
| Demolish existing kitchen | Joe Bloggs  John Smith | 5  5 | $20  $20 | $100  $100 |
| Donation of new kitchen equipment | Commercial Kitchens Ltd | n/a | n/a | $4,000 |
| Install new kitchen equipment | Gippsland Kitchen Installations | 15 | $35 | $525 |
|  | Total: |  |  | $4,725 |