

Community Grants

Budget Example



Income vs Expenditure

INCOME

All the funding that will contribute to the project

EXPENDITURE

Cost of all the items required for 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

Expenditure Example Budget

Income and expenditure totals are equal

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
TOTAL		\$9,000

Unexplained funding source

Income and expenditure totals are NOT equal

Expenditure Item	Expenditure Amount (\$)
Kitchen supply & installation	\$6,000
Bunnings	\$500
Other	\$500
TOTAL	\$7,000

Project costs not specified and unclear

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.

Many 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.

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	5	\$20	\$100
	John Smith	5	\$20	\$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