Community Grants Program Tips for preparing your budget



Project Budget

Your project budget explains exactly what the grant money will be used for. The budget includes details of all funding that will contribute to the project (income) and all the cost of all the items required for the project (expenses).

In-kind support

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering or free equipment hire). Donated services or goods should be displayed at the cost price and included in the separate in-kind support table.

Hints for making a good project budget

- Start with a project plan, so you know everything you need for your project
- 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 the expenses total must be equal

Examples of a good budget

Example 1

Paddy's Ranges CFA BBQ Trailer:

A purpose-built catering trailer for fundraising for the brigade at community events, catering for the brigade at social events and catering for firefighters during extended deployments during the fire season.

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Identifies all project funding sources

Identifies all project costs with auotes

| * | | V | |
|---|---------------------|---|----------------------|
| Funding Source | Income Amounts (\$) | Expenses Description | Expenses amount (\$) |
| (The income section should include all the funding sources | | (The expenses section should include | |
| contributing to the project) | | all the costs of the project) | |
| Grant amount requested from Central Goldfields Shire | \$2500 | Tandem Trailer | \$1800 |
| Cash Contribution from your group | \$1910 | 6 burner BBQ + 2 x 6.5kg gas bottles | \$1750 |
| Funding from other sources (eg raffles, donations) | \$500 | Shade structure | \$720 |
| Value of in-kind support from other areas (other than your group | \$250 | Brigade member to donate his time to install BBQ and gas fittings | \$250 |
| | | Testing and certification | \$150 |
| | | Tables x 2 and dishwashing station | \$490 |
| | | | |
| | Total: \$5160 | | Total: \$5160 |

equal

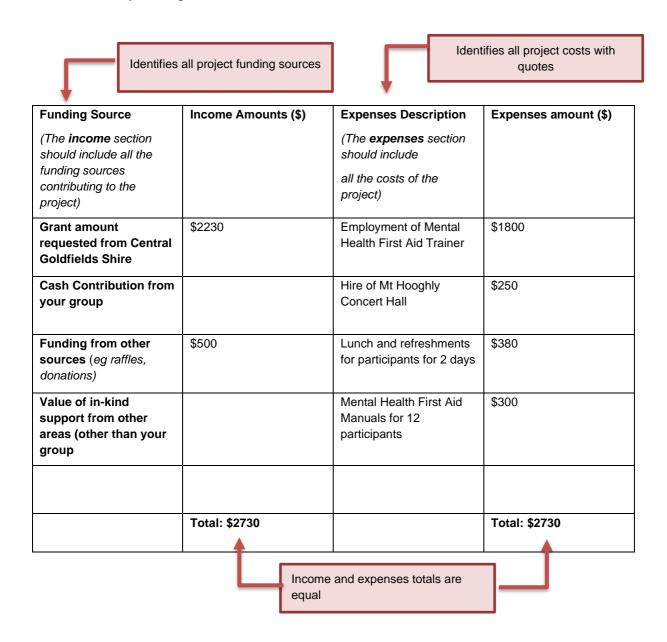
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Example 2

Mount Hooghly Cricket and Croquet Club Mental Health First Aid Training

Mental Health First Aid Training for Club Leadership Group to help identify and support people within the club and the broader community suffering from mental health disorders.



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