

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.

Identifies all project funding sources

Identifies all project costs with quotes

Funding Source <i>(The income section should include all the funding sources contributing to the project)</i>	Income Amounts (\$)	Expenses Description <i>(The expenses section should include all the costs of the project)</i>	Expenses amount (\$)
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 <i>(eg raffles, donations)</i>	\$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

Income and expenses totals are equal

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.

Identifies all project funding sources

Identifies all project costs with quotes

Funding Source <i>(The income section should include all the funding sources contributing to the project)</i>	Income Amounts (\$)	Expenses Description <i>(The expenses section should include all the costs of the project)</i>	Expenses amount (\$)
Grant amount requested from Central Goldfields Shire	\$2230	Employment of Mental Health First Aid Trainer	\$1800
Cash Contribution from your group		Hire of Mt Hooghly Concert Hall	\$250
Funding from other sources <i>(eg raffles, donations)</i>	\$500	Lunch and refreshments for participants for 2 days	\$380
Value of in-kind support from other areas (other than your group)		Mental Health First Aid Manuals for 12 participants	\$300
	Total: \$2730		Total: \$2730

Income and expenses totals are equal