**Hobsons Bay Community Grants Program**

**Tips for preparing a budget**

The 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 costs of all the items required for the project (expenditure).

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, especially for larger items
* 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 expenditure total must be equal

Example of a well prepared budget:

Please note an **x** against expenditure items you want funded

The **expenditure** section should include

all the costs of the project

The **income** section should include all the funding sources contributing to the project

| **Income descriptions** | **Income Amounts ($)** | **Expenditure descriptions** | **Expenditure Amounts ($)** |
| --- | --- | --- | --- |
| Hobsons Bay City Council Grant | $2600 | **x** Venue hire (quoted from X venue @ $125 per session x 4 sessions) | $500 |
| Other grant funding – Victorian Multicultural Commission | $1000 | Catering ($10 p/head x 25 people x 4 sessions) | $1000 |
| In kind - volunteer time for workshop planning and attendance 2 volunteers x 25 hours x $25 | $1250 | **x** Facilitator (quote attached) | $2000 |
| In-kind Organisational administration contribution | $300 | **x** Printing flyer (Officeworks) – 100 flyers | $100 |
| * **Identifies all project funding sources** |  | In kind - Volunteer time 5 volunteers x 10 hours x $25 | $1250 |
|  |  | In kind - Organisational administration contribution | $300 |
|  |  | * **Identifies all project costs with quotes** |  |
|  | **Total: $5150** |  | **Total: $5150** |

* **Income and expenditure totals are equal**

What not to do:

If your budget is unclear and includes unexplained items, the assessors will be unable to understand what you intend to spend the grant money.

| **Income descriptions** | **Income Amounts ($)** | **Expenditure item descriptions** | **Expenditure Amounts ($)** |
| --- | --- | --- | --- |
| Hobsons Bay City Council Grant | $4000 | Description e.g. printing | $ - |
| Other | $4,000 | Event | $5000 |
| * **Unexplained funding source** |  | Other costs | $800 |
|  |  |  | * **Project costs not specified and unclear** |
|  | **Total: $8,000** |  | **Total: $6050** |

**Income not**

* **Income and expenditure not equal**

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, free equipment hire or room hire). Donated services or goods should be displayed at the cost price and included in the budget as a separate line item in income and repeated on the expenditure side of the table.

Voluntary contribution:

Many projects are supported by volunteers. If you 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 then automatically calculated at a rate of $25 per hour. This demonstrates the dollar value of the volunteers contributing to your project.

**In-kind support and voluntary contribution example:**

| **Income descriptions** | **Income Amounts ($)** | **Expenditure descriptions** | **Expenditure Amounts ($)** |
| --- | --- | --- | --- |
| In-kind - volunteer time for workshop planning and attendance 2 volunteers x 25 hours x $25 | $1250 | In-kind - volunteer time for workshop planning & attendance 2 volunteers x 25 hours x $25 | $1250 |
| In-kind - organisational administration contribution | $300 | In-kind - organisational administration contribution | $300 |

The following additional budget information is included in the application as separate questions. Answers to these questions would be included in the income section of the table:

**Total grant request**

Amount requested from this grant round? \*

|  |
| --- |
| $ |

*What is the total financial support you are requesting in this application? Must be a dollar amount*.

**Organisation contribution – in-kind and cash**

What is the contribution from the organisation/group – cash or in-kind?

|  |
| --- |
| $ |

*Must be a dollar amount*

*Volunteer contributions can be estimated at $25 per hour and are considered in-kind.*

Please list any in-kind contribution

|  |
| --- |
|  |

*NB: List each income item separately in the budget table*

*Examples:*

* *In kind volunteer time - 2 volunteers x 10 weeks x 2 hrs x $25 = $1000*
* *In kind hall hire - 2 hours per week x 10 weeks x $30 per hour = $600*
* *In kind admin support – 1 hour x 10 weeks x $22 = $220*
* *Cash – raffle = $200*

**Other funding sources**

Has your organisation/group applied for grant funds from other funding sources for this project?



*Note: Council does encourage organisations/groups to apply to other funding sources.*

Please list the other funding sources – grants, partner contributions…

|  |
| --- |
|  |

*Please advise Council if you are successful in obtaining other funding sources for this project.*

Total contribution from other funding sources

|  |
| --- |
| $ |

*Must be a dollar amount*

Please outline how you will process with the Project if other funding sources are not successful. E.g. Reduction in numbers of participants, reduced number of activities…

|  |
| --- |
|  |