

Project Budget Information Sheet



Sample Budget

The following is an example of how you should complete the budget tables in your application

| SOURCE OF INCOME (include both cash and in-kind contributions) | AMOUNT | |
|---|-------------------|---|
| Your organisation's cash contribution | \$50 | |
| Your organisation's in-kind contribution | \$3,150 | |
| Other cash contributions | \$0 | |
| Other in-kind contributions | \$500 | |
| Grants/sponsorship <u>other than</u> CDF (<i>specify detail</i>) | \$0 | |
| CDF grant – amount requested | \$480 | <p>The CDF funded column must equal the CDF grant - amount requested figure</p> |
| Total income | \$4,180 | |
| EXPENSES | AMOUNT | CDF FUNDED |
| <i>e.g. printing</i> | <i>\$3,000.00</i> | <i>\$1,000.00</i> |
| Materials – <i>see attached quote</i> | \$300 | \$300 |
| Catering – <i>see attached flyer</i> | \$180 | \$180 |
| Advertising – <i>in-kind, see attached email listing contribution</i> | \$50 | \$ |
| Equipment hire – <i>in-kind, see attached price list</i> | \$500 | \$ |
| Staff – <i>in-kind, 10 volunteers @ \$31.50/hr for 10 hours (100</i> | \$3,150 | \$ |
| Total expenses | \$4,180 | \$480 * |

Total project income \$4,180 minus total project expenses \$4,180 = 0

NB: If a project budget includes wages for a project manager the application must clearly demonstrate why the project manager is required for the successful implementation of the project.

Things to consider when preparing your project budget

When preparing a budget for your project or event it is important to consider the following:

- All figures must be GST inclusive.
- The total income must equal the total expenses.
- Your budget must include in-kind contributions.

An in-kind contribution is when an organisation or individual contributes a good or service in lieu of providing monetary funds (cash). In-kind contributions may include items such as:

- use of organisation equipment and facilities like photocopiers and halls;
- services such as administration or coordination;
- the provision of professional expertise through volunteer hours; and
- the provision of labour through volunteer hours.

The hourly rate for non-professional volunteers is \$31.50*

(*source: <http://www.communitydirectors.com.au/icda/tools/?articleId=1622>)

- Any project sponsorship must be included in your project budget, i.e. when an organisation or individual provides funds, goods or services to be used for the project in exchange for advertisement of a commercial product or service.
- If you have applied for other grants/funding for your project, please include this in your budget and note whether the funding is confirmed or unconfirmed.
- All costs must be realistic and evidence of how you ascertained each figure must be provided. Types of evidence that must be provided may include calculations showing how figures have been computed, quotes, copies of advertising material and price lists.
- Please use the 'CDF Funded' column in the Expenses budget table to indicate how much of each listed expense will be paid using CDF grant monies.

Equipment purchases

Details of any equipment to be purchased using CDF grant monies must be provided in *Section 7 – Equipment Purchases*. For the purposes of this grant program equipment is defined as an item that has an expected service life of more than one year.

It is expected that organisations purchasing equipment with CDF grant monies will have insurance to cover equipment loss or damage and maintain an asset register. For further information regarding insurance for not-for-profit organisations and an explanation and example of an asset register please visit www.ourcommunity.com.au

Partial funding

Due to the competitive nature of the annual CDF grants program successful applicants may not be granted the full amount requested. A smaller amount may be recommended by the Evaluation Panel if the project will still be viable. Therefore it is important to ensure that the budget is as detailed as possible so that Council can be clear in which items they are supporting.