

## Sample Budget

The below is an example of how to complete the budget tables in your Grants for Community application form.

Income	Confirmed funding?	\$	Expenditure	\$
Grants for Community	N	\$5000	Workshop Facilitator	\$2000
			Promotion: banners, website and posters	\$1000
			Venue hire	\$1000
			Filming & Photography	\$500
			Public liability insurance	\$500
Bendigo Bank Grant	Y	\$1000	Captioning	\$800
			Auspicing fee	\$200
Organisation Funds	Y	\$1000	Stationary & Printing	\$300
			Project Management	\$700
	<b>Total:</b>	<b>\$7000</b>	<b>Total:</b>	<b>\$7000</b>

In-Kind Contribution	\$
Workshop facilitated by volunteers 2 volunteers x 6 hours x \$25 p/h	300
Catering	500
Burrinja room use	500
<b>Total:</b>	<b>\$1,300</b>

**Things to remember** when completing your budget:

- Total income should match the total expenditure
- Clearly outline which funding source will pay for each project expense
- In-Kind contributions can range from volunteer support through to fruit the local grocer might be donating. It's recommended that you take the time to consider and include in-kind contributions that are committed to the project

- Council staff are here to help! Get in touch early if you have any questions.