

Sample Budget

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

Income	Confirmed funding?	\$	Expenditure	\$
Council grant	N	5000	Facilitator	1250
Traders group support	Y	540	Promotion: banners, website and posters	1000
Bendigo Bank grant	Y	1000	Venue hire	1100
Planning group support	Y	500	Workshop equipment: costumes	3000
State government grant	Y	3200	Public liability insurance	800
			Auspicing fee (3% of Council grant)	240
			Transport logistics (car hire)	500
			Filming and photography	800
			Stationary and printing	300
			Performer fee	1250
	Total:	\$10,240	Total:	\$10,240

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

Things to remember when completing your budget:

- Total income should match the total expenditure
- 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
- It's not compulsory to provide quotes for contributions/expenditure but it demonstrates to the selection panel you've done your research
- Council staff are here to help! Get in touch early if you have any questions.