Community Funding Scheme Budget Template

(Insert name of project)

Note: The budget you submit needs to include all income and expenditure related to the activity/project for which you are requesting funding. You can add to or delete any of the suggested expenditure lines to reflect your specific project. Please include in-kind contributions from your members/volunteers.

Remember your total income should equal your total expenditure.

**Project Income**

|  |  |
| --- | --- |
| Grant from Council (this application) | $  |
| Cash contribution from your group  | $  |
| In-kind contribution from your group | $ |
| Contributions from other sources (please itemise): | $  |
|  |  |
|  |  |
|  |  |
| Other (please itemise) | $  |
|  |  |
|  |  |
|  |  |
| **Total income (please calculate)** | **$**  |

**Expenditure**

|  |  |
| --- | --- |
| Costs for delivering consultation | $ |
| Venue hire | $  |
| In-kind contribution | $ |
| Professional services (please itemise) | $ |
|  | $ |
|  | $ |
| Workshop materials | $  |
| Permit application costs | $  |
| Costs of registered contractors (please itemise) | $  |
|  | $ |
|  | $ |
|  | $ |
| Catering | $ |
| Purchase of new equipment/supplies (please itemise) | $ |
|  | $ |
|  | $ |
|  | $ |
| Marketing and promotional activities | $  |
| Printing/advertising of promotional materials | $  |
| Administrative overheads | $  |
| **Total expenditure (please calculate)** | **$**  |

For groups who are registered for GST, GST will be added to the amount requested.

Grants to recipients not registered for GST will be made exclusive of GST.