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.

Do not include in-kind income in this budget, this is recorded separately.

Remember your total income should equal your total expenditure.

**Project Income**

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

**Expenditure**

|  |  |
| --- | --- |
| Costs for delivering consultation | $ |
| Venue hire | $ |
| 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.