

Grant budget - example¹

A template can help you think about your project budget and each element of your project.

Income must equal the expenditure. Some online application forms will not let you move past the budget page until both income and expenditure are the same.

Each application will have different requirements for itemising budget items. Make sure that you submit your grant application budget in the exact form required for the specific grant and by the grant maker.

INCOME			\$
<i>Please include all income to be used for your project</i>			
Funding (grant amount) requested from xxx			
Cash contributed by your organisation			
Cash/grants from other sources (please list details)	Pending	Committed / Received	
Value of in-kind support from your group or business (other than volunteer contribution)			
Value of in-kind support from other sources (other than your organisation)			
Value of volunteer hours			
TOTAL			
EXPENDITURE			
<i>Please include all expenditure relating to your project</i>			
Staff or skilled labour (list what is required – no. of hours or days x rate per hour or day)			
Equipment (do you have quotes, or a reference to what these items cost?)			
Venue Hire			
Insurance			
Building materials (do you have costs, a written quote or estimate?)			
Printing			
Other (itemise)			
Value of in-kind support from your organisation (other than volunteer contribution)			
Value of in-kind support from other areas (other than your organisation)			
Value of volunteer hours			
TOTAL			

For more information

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¹ This template has drawn heavily on the work of The Funding Centre www.fundingcentre.com.au