

A GUIDE TO COMPLETING YOUR GRANT BUDGET

Step 1

Include all of your cash, grant income and in-kind support on the income side of the budget.

Income	\$	Expenditure	\$
eg Grant requested	\$3000		
eg Our Cash contribution	\$1500		
eg Our In kind	\$500		
eg Partner's cash contribution	\$1000		
TOTAL	\$6000		

Check that your contribution meets the funding guidelines. For example, if the guidelines for the example budget above states the applicant must match the grant amount, and only 50% of the applicant's contribution can be in-kind, the budget is correct.

The explanation for this is that the grant amount requested is \$3,000, so a matching contribution would also be \$3,000 and 50% of that can be in-kind which is \$1500.

The budget above shows the applicant is contributing a total of \$3,000 so meets the matching requirement, and the in-kind amount is less than 50% of that at \$500. Therefore this budget is correct.

Step 2

List all of your expenses. Provide the details of the expense items. Include all cash outgoings and in-kind.

Income	\$	Expenditure	\$
Grant requested	\$3000	Purchase Materials	\$2000
Our Cash contribution	\$1500	Labour - plumber	\$3500
Our In kind labour	\$500	In kind labour	\$500
Partner's cash contribution	\$1000		
TOTAL	\$6000	TOTAL	\$6000

If you have included in-kind on the Expenditure side of the budget, you **MUST** include corresponding in-kind on the Income side of the budget. This is where most budgets go wrong.

Step 3

Include quotes. These should be uploaded with the application. Quotes **MUST** equal the amount shown in the Expenditure. For example a quote for materials and labour to install an air-conditioner should show the same amount as the Materials and Labour – Electrician details that would be in the expenditure column.

If the quote includes any donated goods, materials or labour, this should be treated as In-kind and the amount should appear in the Income and Expenditure sides of the budget.

Step 4

Check all information before submission.

1. Check that both sides of the budget totals match exactly.
2. Check that any in-kind on the expenditure side is matched by in-kind on the income side.
3. Check that any quotes submitted match the amount of expenditure including for materials and labour.
4. Check the addition and the totals are correct.

Here are some examples of common errors in budgets to demonstrate what **NOT** to do.

Example 1

Income	\$	Expenditure	\$
Grant requested	\$3000	Purchase Materials	\$2000
Our Cash contribution	\$1500	Labour - plumber	\$3500
Partner's cash contribution	\$1000	In kind labour	\$500
? No In kind	?		
TOTAL	\$5500	TOTAL	\$6000

*The in-kind labour is missing on the income side of the budget. The total income does not equal total expenditure.

Example 2

Income	\$	Expenditure	\$
Grant requested	\$5000	Purchase Materials	\$2000
Our Cash contribution	\$500	Labour - plumber	\$3500
Our In kind labour	\$500	In kind labour	\$500
TOTAL	\$6000	TOTAL	\$6000

*the grant does not meet the matching requirements. Matching requirements means that the contribution should be at least as much as the grant requested. In this example the contribution should be at least \$3000 but is only \$1000.

Example 3

Income	\$	Expenditure	\$
Grant requested	\$3000	Purchase Materials	\$2000
Our Cash contribution	\$500	Labour - plumber	\$3500
Our In kind labour	\$1500	In kind labour	\$500
Partner's in-kind contribution	\$1000		
TOTAL	\$6000	TOTAL	\$6000

* The matching contribution should be at least as much as the grant requested. The in-kind should be no more than half of the matching contribution.

In this example the matching contribution is \$3000 (from the cash and in-kind) so it meets the matching requirement – **BUT** the in-kind contribution more than half of the matching contribution. The maximum in-kind contribution should be \$1500, so this grant is ineligible.

Example 4

Income	\$	Expenditure	\$
Grant requested	\$3000	Purchase Materials	\$2000
Our Cash contribution	\$1500	Labour - plumber	\$3500
Our In kind labour	\$500	In kind labour	\$500
Partner's cash contribution	\$1000		
TOTAL	\$6000	TOTAL	\$6000

*in this example, the budget totals, the proportion of matching and in-kind all add up.

However the quote submitted with this application states that the total cost of materials and labour is \$6000. The plumber is also a member of the club applying for the grant. She is donating \$500 worth of labour but has not separated that out from the total labour cost in the quote. The quote only shows \$2000 for materials and \$4000 for labour.

This grant application would be ineligible because the quote does not support the budget that was submitted.