

## Writing a Budget for a Council Grant

Clear budgets help Council to understand what you will be spending money on. Budgets should match the proposal that you have outlined in your grant application.

Please read the relevant grant guidelines carefully for a full explanation of what Strathbogie Shire Council (Council) grant funding can be used for. You can find the grant guidelines on Council's website [here](#).

### Understanding your budget

#### Income

Income describes all the funds that will be required to support your proposed project or event and is entered into the income column of the budget table.

Include the requested amount of grant funding in your budget. When you are listing other money, only include money that is confirmed. You cannot include projected income e.g. ticket sales, or an external grant that hasn't been confirmed.

#### Applicant Contribution

For Community Strengthening Grants and Sustainability Grants, you must provide a contribution to the costs of the project.

For Event Grants you must provide a minimum contribution of \$1 for every \$5 of grant funds

Your contribution can be **cash** and/or **in-kind** contributions.

In-kind contributions are contributions by volunteers and suppliers in terms of, for example, time, goods, professional services, and venue or equipment hire donated to the project or event.

You can calculate the value of in-kind time for services as:

- General committee/community member contribution (e.g. planning, coordination, etc) at \$40 per hour
- Specialist or expert contribution (e.g. tradesperson, professional services) at \$80 per hour

#### Council In-Kind

Council can also provide in-kind contributions to your project e.g. event equipment, Council owned venue hire, and Council handyman labour. All requests for Council in-kind contributions must be approved and included in your application. Any in-kind contributions requested from Council must be included in the total amount you are applying for which cannot exceed the maximum grant funds available.

For example, if you are requesting the maximum of \$10,000 for a Community Strengthening Grant and request a \$2,000 Council in-kind contribution, Council's contribution would be in-kind to the value of \$2,000 and grant funds (cash) to the value of \$8,000.

#### Expenditure

Expenditure describes all costs related to the delivery of the project or event.

When calculating your expenses, make sure to budget for any goods or services you need to deliver your project or event.

## Quotes

You must supply evidence of what you are planning to spend the money on. This could be a quote from a supplier or a screen shot from an online store for example, but it must be included in your application to confirm legitimate expenses.

## Balancing your budget

Your income and your expenditure should be the same amount and balance out to zero i.e. income minus expenditure = \$0.

## GST

Council grants are not subject to GST and the grant amount does not include GST unless otherwise stated.

However, exceptions may apply if all the following conditions are met:

- the relevant grant applicant is registered for GST and
- the applicant makes a taxable supply in return to the council and
- the applicant provides a valid tax invoice to the council.

The above provisions are subject to change as per tax regulations.

Applicants that are registered for GST and able to claim GST paid for expenditure associated with the grant funds, will have claimable GST factored into grant allocation decisions.

## Sample budget

Let's look at a budget for the installation of shade sails over a permanent art installation and viewing area project with a launch event. The applicant has requested \$7,800 grant funding.

The budget table in the application would show all income and expenses:

Income Item	Income \$	Expense Item – incl GST	Expense \$
Council grant funding – no GST	\$7,625	Shade sails x 2	\$7,475
Cash contribution	\$1,000	Cement	\$150
		Supporting poles & equipment	\$1,000
<b>TOTAL</b>	<b>\$8,625</b>	<b>TOTAL</b>	<b>\$8,625</b>

### Council In-Kind Contribution and Calculating Grant Funding Request

The applicant has also requested a Council in-kind contribution for the hire of a marquee and PA system.

Council's in-kind contribution in the application would show:

ITEM	VALUE
Marquee for launch event	\$150
Portable PA system for launch event	\$25
<b>TOTAL</b>	<b>\$175</b>

The requested grant funding is made up **\$7,625** cash (budget table) plus **\$175** Council in-kind contribution totalling **\$7,800**

### Applicant Contribution

The applicant has provided a cash contribution of \$1,000 (listed in the budget table) and donated volunteer time and skilled labour to the project listed in the table below.

ITEM	VALUE
Volunteer project management x 10hrs	\$400
Donated skilled labour 10hrs	\$800
Donated printing of flyers	\$200
<b>TOTAL</b>	<b>\$1,400</b>

The applicant contribution in the application would show:

Applicant cash contribution - \$1,000

Applicant in-kind contribution - \$1,400

Total applicant contribution - **\$2,400**

### Assistance

Please contact Council on **1800 065 993** to speak with a Council Officer or email [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) if you require assistance completing your budget .