

# Moreland Community Grants

## Help Sheet - Completing the budget



Prior reading: [Application Preparation Help Sheet](#)

This help sheet can assist with the following categories:

- Project Grants
- Quick Response Grants
- Female Participation Grants
- Youth Initiative Grants

Note: There is a separate document for Capital Works Partnership Grants

## Steps to preparing your budget

• Read Community Grants Guidelines on what won't be funded

• Research how much your project will cost

• Seek quotes for all components of your project

• Calculate in-kind and volunteer contributions

• Fill out budget section on application form: do not inflate costs

### Read the Guidelines

- Ensure your group is eligible to apply and the project meets funding outcomes
- Confirm which category is right for your group
- Read what won't be funded for the relevant category and generally (page 11).
- Reads the [Community Grants Guidelines](#)

### How much your project will cost?

- Identify the different components required for all aspects involved in your project
- Collect quotes for all aspects of project to ensure value for money and price validity in line with proposal
- Ensure quotes are adequately detailed.
- Any in-kind contributions must be supported in writing by the contributor contributing the service free of charge to the project.
- Support letters and attachments indicate planning, community consultation and a community need.

### Budget:

Please indicate your **projected cash** income and expenditure. Ensure both columns are **equal**. Expenditure items cannot be higher than your income.

*Examples of cash income:* This Grant, Other grant funding, Internal funds, Cash donations, or Sponsorship contributions.

*Examples of cash expenditure:* Temporary staff or contractors, auspice fee, venue hire (project specific), materials, volunteer support, transport, equipment hire.

### Volunteers

Many projects are supported by volunteers. If your project is supported by volunteers, you should list the roles of these volunteers and the number of hours they will contribute to your project.

### In-kind contributions

In-kind support refers to any non-cash support towards your project. This may be in the form of donations of services or goods (e.g. donated catering or free equipment hire).

## Cash budget example:

The cash **income** should include all the funding sources contributing to the project

The cash **expenditure** should include all the cash costs of the project

Income	\$	Expenditure	\$
Community grant (NC) *	\$4,000 *	Casual facility hire (quote attached) *	\$300 *
Groups cash contribution	\$400	Engagement of casual facilitator (Quote attached)	\$2,360
Another grant (NC)	\$500	Participant travel - community bus hire	\$150
		Printing costs	\$100
		Project advertising costs (online)	\$170
		Interpreter costs	\$500
		Hire of hearing / vision aid equipment	\$900
		Participant refreshments	\$420
	Must be a dollar amount.		
	<b>\$4,900</b>		<b>\$4,900</b>

✓ Income and expenditure totals are equal.

## In-kind Contribution example:

Donated services or goods should be displayed at the cost price and included in the separate in-kind support table.

In-kind Contribution	Estimated Value
Venue hire for sessions - contributed by community centre	\$150.00
Project Administration - contributed by organisation	\$500.00
Internal Staff - Project Planning (if applicable) - contributed by lead organisation	\$1,000.00
	Must be a dollar amount.

## Volunteering contribution example:

Volunteer hours are calculated at a rate of \$25 per hour. Demonstrating the dollar value of the volunteers contributing to your project.

Volunteer contribution	Value
Project delivery support 8hrs @ \$25	\$200.00
Marketing Media Preparation 4hrs @ \$25	\$100.00
Online marketing 4hrs @ \$25	\$100.00
	or estimated value

## To find out more:

You **must** speak with a Council Officer prior to submitting your application to assist with developing your idea and guidance on Council's priorities.

➤ More Help Sheets available at [Councils website](#).

Visit our website:

[www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)

General Grants Enquiries

[grants@moreland.vic.gov.au](mailto:grants@moreland.vic.gov.au)

Call us

9240 1111