



# Budget Template

<b>Income Item</b>	<b>Income Amount</b>	<b>Expense Item</b> (specify quantity)	<b>Cost per Unit</b>	<b>Expense Amount</b> (attach quote if applicable)



## Sample Budget

<b>Income Item</b>	<b>Income Amount</b>	<b>Expense Item</b> (specify quantity)	<b>Cost per Unit</b>	<b>Expense Amount</b> (attach quote if applicable)
Penrith City Council Grant	\$1910	Advertising – local newspaper ad x2 (¼ page)	\$250	\$500 (quote attached)
In-Kind Support	\$800	Advertising – flyers A4 design and printing x 50	\$4	\$200
		Workbooks for participants x 25	\$6	\$150
		Art teacher – \$30ph for 8 hours x 2 sessions	2 x 8-hour sessions @ \$30ph	\$480 (quote attached)
		Art supplies (paint, paint brushes, paper for 25 participants)	\$6 per participant	\$160
		Catering – tea/coffee, pastries (26 people x 2 sessions)	2 x \$4.2308 per head	\$220
		Administration cost for grant		\$200
		Venue hire – Activity room at X (2 sessions @ \$50ph for 16 hours) (in-kind)	2 x 16 hours @ \$50ph	\$800 (quote attached)
<b>Totals</b>	<b>\$2,710</b>			<b>\$2,710</b>

## Additional Help and Tips

**Clear budgets help the grant assessors understand what you will be spending money on. Treat your budget as a roadmap for managing funds. Budgets should not be rushed and should match the proposal you have outlined in your grant application.**

There are exclusions to what can be funded by Penrith City Council funding opportunities. Exclusions may include:

- Activities or events with the sole purpose of fundraising
- Staff wages (unless specifically employed for the activity you are applying for funding for)
- Costs related to past events or activities
- Ongoing venue hire (one-off venue hire for events is eligible)
- Capital works (except in certain circumstances)
- Ongoing program costs
- Activities, events, and programs that duplicate existing activities of Penrith City Council or that have been previously funded by a Penrith City Council Community Funding grant.

**Please read the relevant grant guidelines for a full explanation of the grant eligibility criteria.**

It is important to include quotes to support the items you are listing in your budget.

## Understanding your budget

'Income' refers to all the funds and resources needed to support your proposed activity. Please ensure that you list your requested amount of grant funding on the income column of your budget.



Depending on your activity, you may have also received funds from other sources, including additional grants, fundraising, tickets and attendee or participant contributions, organisational / personal contributions, and sponsorships.

Make sure that you list all forms of income you have received to fund your activity in the income column of your budget.

## Expenditure

'Expenditure' defines all the costs or expenses associated with the delivery of your activity. When calculating your expenses, be sure to account for any goods or services you require to deliver your activity, and make sure to provide details, either in the budget line or by attaching a quote alongside your application, to help explain the budgeting of each expense. Examples of common expenses include the following:

<b>Equipment and Supplies</b>	Consider whether you need any one-off purchase or hire of equipment (e.g. speakers, a projector) or any supplies (i.e. paint, utensils, paper) for your activity.
<b>Advertising</b>	Provide a break-down of any advertising costs (e.g. flyer design, printing, newspaper ads, social media promotion).
<b>Catering</b>	Explain what will be supplied (e.g. morning tea, lunch/meals).
<b>Venue Hire</b>	One-off venue hire or park hire can be included.
<b>Other Expenses</b>	Waste removal, security expenses etc.



**Remember to include expense items that are not directly purchased but are still required to successfully deliver the activity or event. Examples include:**

<b>Administrative Costs</b>	How much is it costing you or your organisation to deliver your activity and administer the grant funding?
<b>Activity evaluation</b>	In order to demonstrate the success of your activity, state how you will measure it and how much time and resources it will take to do so.
<b>Documentation</b>	Photography of the activity, surveys of attendees etc.

**In-kind contribution**

In-kind contributions refer to the value of resources, services or support that are provided to an activity at no cost. Some typical examples of in-kind contributions include volunteer labour (According to Volunteering Australia, a volunteer should be considered as providing \$30ph support to a activity), donated materials, free use of facilities or equipment, expertise, free advertising or marketing support.

You can read more about calculating in-kind contributions here:  
<https://www.vic.gov.au/grants-understanding-kind-contributions>

**If you require additional assistance or information regarding grant budgets or Penrith City Council community funding, please contact us at 4732 7777 or refer to**



**the Community Funding webpage for contact information specific to each funding opportunity.**