

# Community Strengthening Grants Program Budget Fact Sheet

## Hints

- Discuss project with a council officer
- Leave margin for price fluctuations
- Obtain quotes for items \$1,000 and over (Formal quote)
- Avoid vague, unexplained items such as “other”.
- The total income and total expenditure must be equal.
- Your budget should be based on real costs (quotes), not the maximum grant amount available.

## In-kind support:

In-kind support refers to a non-monetary contribution.

For example:

- Donated goods and services
- Free hall hire
- Volunteers (Council recognises Volunteer hours as equivalent to \$45 per hour)

Donated goods or services should be included in both the income and expenditure (as shown in sample budget below).

## Co-contribution:

Depending on the amount requested, a co-contribution may be required.

This can include:

- Cash contributions from the applicant
- Confirmed income from other funding bodies
- Sponsorship
- In-kind Support

Council Funding Requested	Co-Contribution Requirement
\$0 – \$2,000	No requirement
\$2,001 – \$15,000	For every dollar requested 2:1 ratio of council funding to applicant contribution
\$15,001 – \$40,000	For every dollar requested 1:1 ratio of council funding to applicant contribution

## Examples of well-planned Budget:

### Expenditure Items

Expenditure Description	Amount \$	Attach any quotes ≥ \$1,000
Venue hire - quoted from x venue	\$4,000	Xvenue_Inv0001.pdf
Activity provider	\$1,600	Workshops.pdf
Cleaning – quote attached	\$1,000	Jimscleaning.pdf
Catering - \$20/head. Quote attached	\$2,000	Cateringquote.pdf
Flyers – quote attached	\$1,200	Flyerprint.pdf
Stage and setup	\$700	
<b>TOTAL</b>	<b>\$10,500</b>	

Total Grant Amount Requested: **\$10,500**

### Confirmed Income Sources

Volunteer Contribution	Number of Volunteer/staff	Hours per Volunteer/staff	Total value of volunteer contribution
In-kind	8	10	\$3,600 (8 x 10 x \$45)

Co-contribution	Contribution income amount	Name of Partner Organisation
Sponsorship	\$3,000	ABC Organisation
In-kin equipment	\$1,200	XYZ Organisation
Applicant project money	\$2,700	Applicant Organisation name

Total income: **\$10,500**

### Acquittal

You must keep a record of the expenditure items for the Final Report/ Acquittal.

For more information: [\[Acquittal Factsheet\]](#)