

3 March 2025



North East Community Fund - Sample Budget

Tips for preparing your project budget

Your project budget explains exactly what the grant money will be used for. The budget includes details of all funding that will contribute to the project (income) and the cost of all the items required for the project (expenditure).

Hints for making a good project budget:

- Start with a project plan, so you can identify everything you need for your project
- Clearly explain and provide specific details for each item in separate lines
- Obtain and attach quotes for each item over \$1,000
- List all forms of funding contributing towards your project
- Don't over or underestimate your project costs
- The income total and the expenditure total must be equal

Sample Budget

Budget Income

The income section should include all the funding sources contributing to the project.

Income Type	Income Description	Confirmed Funding	Income Amount (\$)
Government Grants	North East Community Fund	Unconfirmed	\$75,000
Other Income	Manningham Council	Confirmed	\$50,000
Organisation cash contribution	Sierra United Inc	Confirmed	\$5,710
Total			\$130,710

Budget Expenditure

The expenditure section should include all the costs of the project.

Expenditure Category	Expenditure detailed description	Amount (Ex GST)	How will you pay for these items?	Please attach quotes for items over \$1,000
Construction Related	Construction of bathroom	\$105,730	North East Community Fund Other grant funding	Filename Bathroom quote
Construction Related	Supply and installation of acoustic panel	\$17,560	Other grant funding Organisation cash	Filename Acoustics quote File size 150.0 KB
Fees and permits	Building permits for bathroom	\$1,520	Other grant funding	Filename Building permit quote File size 121.3 KB
Fees and permits	Skip permit	\$1,600	Other grant funding	Filename Building permit quote File size 111.7 KB
Salaries and wages	Project management	\$3,400	Organisation cash contribution	In kind contribution File size 150.0 KB
Promotion and advertising	Promotion of the works to member and community	\$900	Organisation cash contribution	
Total		\$130,710		

In-kind support

What "in-kind" support is being provided towards the project?	Who is providing the in-kind support	\$ value of in-kind support	Confirmed?	Please attach evidence of in-kind contributions
Project Management	Serra United Inc	\$3,400.00	Confirmed	Filename Acoustics quote File size 150.0 KB
Promotion and marketing	Serra United Inc	\$900.00	Confirmed	
Total		\$4,300		

Budget Totals

Total Income Amount	Total In-Kind Income Amount	Total Expenditure Amount	Income - Expenditure
\$130,710	\$4300	\$130,710	\$0.00

Note: Income and Expenditure must balance

If you have any queries, please contact the North East Community Fund team via email communityfund@northeastlink.vic.gov.au or phone 1800 105 105.