

# Sample budget

June 2023

Your project budget explains exactly what the grant money will be used for. It details all funding that will contribute to the project (income) and all costs required for the project (expenditure).

## Preparing your budget

- Start with a project plan.
- Clearly explain each item in separate lines. Provide specific details.
- Obtain and attach quotes (two quotes for each item over \$1000).
- List all forms of funding contributing towards your project.
- Don't over or underestimate your projects costs.
- The income total and the expenditure total must be equal.

## Sample budget 1

| Income<br>Must include all sources of funding | Income amount (\$) | Expenditure<br>Must include all costs for the project  | Expenditure amount (\$) |
|---|--------------------|--|-------------------------|
| North East Community Fund                     | \$5000 (UF)*       | <b>Workshop facilitator</b><br>\$60/hour x 39 hours – includes consultations<br>Project launch and evaluation sessions<br>(quote attached) | \$2340                  |
| In-kind<br>(organisational contribution)      | \$1800 (CF)*       | <b>Venue hire</b><br>Community Centre –<br>2 sessions at \$50/hour x 5 hours   | \$500                   |
| Bendigo Bank                                  | \$1000 (CF)        | <b>Project materials</b><br>Design and printing of flyer and workshop manuals<br>(quote attached)  | \$1680                  |
|   |                    | <b>Promotion and marketing</b><br>Social media/community radio   | \$780                   |
|   |                    | <b>Catering</b><br>Stakeholder consultations and activity launch –<br>\$10 per head x 35 people x 2 sessions                               | \$700                   |
|   |                    | <b>In-kind</b><br>2 volunteers – admin and sessions support<br>(30 hours at \$30/hour)   | \$1800                  |
| <b>Total income (A)</b>                       | <b>\$7800</b>      | <b>Total expenditure (B)</b>   | <b>\$7800</b>           |

Note: Income (A) and Expenditure (B) must balance.

\* (CF) = Confirmed Funding; (UF) = Unconfirmed funding

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## Sample budget 2

| <b>Income</b><br>Must include <b>all</b> sources of funding | <b>Income amount (\$)</b> | <b>Expenditure</b><br>Must include <b>all</b> costs for the project                 | <b>Expenditure amount (\$)</b> |
|---|---------------------------|---|--------------------------------|
| North East Community Fund                                   | \$3927                    | <b>Promotion</b><br>Flyers A4 design and printing x 300                             | \$300                          |
| In-kind support   | \$480                     | <b>Advertising</b><br>Local newspaper ad x 2 (1/4 page)                             | \$500                          |
|   |                           | <b>Venue hire</b><br>Community Centre<br>(5 sessions at \$50/hour x 15 hours)       | \$750                          |
|   |                           | <b>Workshop facilitator</b><br>15 hours at \$75/hour (quote attached)               | \$1125                         |
|   |                           | <b>Art supplies</b><br>Including paint, brushes and paper<br>for 30 participants    | \$447                          |
|   |                           | <b>Workbook for participants</b>  | \$265                          |
|   |                           | <b>Catering</b><br>Tea/coffee, biscuits (30 participants x 5 sessions)              | \$100                          |
|   |                           | <b>Evaluation of program</b><br>Survey and analysis                                 | \$440                          |
|   |                           | <b>1 Volunteer</b><br>Admin and sessions support<br>(16 hours at \$30/hour in-kind) | \$480                          |
| <b>Total income (A)</b>                                     | <b>\$4407</b>             | <b>Total expenditure (B)</b>  | <b>\$4407</b>                  |

Note: Income (A) and Expenditure (B) must balance.

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