



**SUBURBAN
RAIL LOOP**

Community Projects Fund – Community Support Grants

Tips on managing your budget

August 2025

Unique Identifier: SRLA-1732334674-14035



**SUBURBAN
RAIL LOOP
AUTHORITY**



Tips for completing the budget section of the application form

The Suburban Rail Loop (SRL) Community Support Grant application form includes a request for details about funding sources and project costs.

Your budget outlines an income and expenditure strategy for your project and reflects your capacity to deliver the project or activity. This is part of the assessment criteria and is worth 20% of the overall assessment of your application.

Summary of application form sections

Details of co-contribution

This refers to other funding sources for the project. It can include donations, sponsorship, other grants and/or your own organisation's cash contribution towards the project.

- Listing all forms of confirmed financial contributions from other income sources, your own organisation and project partners demonstrates overall buy-in, commitment and community support for your project.
- You will need to provide details of each funding source and mark them as 'confirmed' or 'not confirmed'.
- You will need to provide evidence of confirmation of the co-contribution on letterhead of the funding source organisation.

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 from project partners and/or your own organisation, such as free venue/equipment hire or volunteer time.
- In-kind contributions by project partners demonstrate buy-in, commitment and community support for your project.
- This amount does not add into the total project/initiative cost.
- Volunteer hours can be included as in-kind support and calculated at an hourly rate. Volunteer Australia's volunteer rate guide can be found at [Grants - understanding in-kind contributions](#).

Expenditure plan

List all items/services to be purchased to support the delivery of your proposed project or initiative.

- Use your Activities Project Plan to work out all the costs associated with the project – these are entered to the expenditure plan.
- If you are engaging facilitators or project workers, include a breakdown of their hours and rate based on an award or industry rate.
- Note that these project specific costs should not be more than 30% of the total project cost - see Page 6 of the Community Support Grants Guidelines.
- In the expenditure table, provide details of each project cost item and add further notes if required.
- All amounts should be **Goods and Services Tax (GST) exclusive**.
- Obtain and attach quotes as per the table instructions. Any expenditure over \$1,000 (including equipment hire) requires a quote to be uploaded with the application. This will form part of the assessment of the application.
- If your project is auspiced, the auspice fee is calculated by the total cash income amount, less in-kind support, multiplied by the auspice percentage.

Amount of funding contribution requested from Suburban Rail Loop Authority

This is the amount of money you are requesting from the SRL Community Projects Fund.

Total project cost

This is the total cost of the initiative and is the sum of the co-contribution plus the amount you are seeking from the SRL Community Projects Fund. This is a calculated field.

How to complete the budget summary

Example of a completed co-contributions table

Source of co-contribution	Co-contribution amount (\$)	Is this funding confirmed?	Notes about this co-contribution	Evidence of co-contribution confirmation - on letterhead of the funding source organisation
Cash contribution	\$ 500	Confirmed	Own organisation	Attached
Grant	\$3000	Confirmed	Bendigo Bank Community Grant Program	Attached
Sponsorship	\$1000	Unconfirmed	Will be notified in late November 2025 by Community Connect	

Total co-contribution to your project/initiative = \$4,500.00 (This is a calculated field)

Example of a completed in-kind contributions table

In-kind goods/services to be provided	Who is providing the in-kind contributions	Numbers of hours	Rate per hour	Total Value
Volunteer time given	Own organisation	100	\$20	\$2000
Project coordinator	Own organisation	48	\$25	\$1200
Landscaper	Gardens R Us	16	\$200 per day	\$400

Total In-kind contributions to your project/initiative = \$3,600.00 (This is a calculated field)

Example of a completed expenditure table



Expenditure description	Expenditure type (choose from drop down box)	Expenditure amount excluding GST (\$)	Notes about this expenditure	Date expenditure is expected to be completed	For any expenditure item over \$1,000, at least one quote will need to be uploaded.
Project Coordinator	Services	\$1200	In-kind service (own organisation)	28/04/2026	Quote uploaded
Design & concept plans	Services	\$3900	Based on \$150 per hour x 26 hours – set fee includes oncosts	30/03/2026	Quote uploaded
Play space consultant	Services	\$1200	Based on \$120 per hour x 10 hours – set fee includes oncosts	30/03/2026	Quote uploaded
Access & inclusion specialist	Services	\$ 960	Based on \$120 per hour x 8 hours – set fee includes oncosts	30/03/2026	Quote uploaded
Play equipment & seating	Equipment	\$6840	Adventure Plus	20/03/2026	Quote uploaded
Shade sails & fixings	Equipment	\$4300	Bunnings Warehouse	20/03/2026	Quote uploaded
Volunteer time for working bee and launch	Services	\$2000	In-kind service	25/04/2026	
Landscaper	Services	\$400	In-kind service (Gardens R Us)	20/03/2026	
Signage (play prompts)	Equipment	\$ 980	Seton Australia	20/03/2026	



Marketing & promotion	Services	\$1200	Includes social media campaign and flyers	10/04/2026	Quote uploaded
Auspice fee	Services	\$1020	5% of cash income	30/04/2026	Quote uploaded & Auspice Agreement

Total expenditure amount = \$24,000 (This is a calculated field)

Example of amount of funding contribution requested from Suburban Rail Loop Authority

This is a manual entry field, and you must enter the amount you are seeking as a contribution to the total project cost.

Amount of funding you are seeking from SRLA excluding GST = \$15,900

Example of budget totals

These are calculated fields from your previous answers to the budget questions.

Total Co-Contribution	Total in-kind contributions	Total amount of funding you are seeking from SRLA	Total expenditure amount
\$4,500.00	\$3,600.00	\$15,900.00	\$24,000.00

Example of total project cost

Total project/initiative cost excluding GST = \$24,000.00 (This is a calculated field)

Does your budget balance?

If your co-contribution, in-kind contribution and expenditure total have been entered correctly, the figure below should be \$0.

This will confirm that you are not making a profit or loss for the delivery of this project/initiative.

If you have a figure other than \$0, please re-visit the co-contributions, in-kind or expenditure tables.

You will be unable to submit the application if the budget does not balance.

(Co-contribution + in-kind contribution + amount requested from SRLA) – total expenditure = \$0

(\$4,500 + \$3600 + \$15,900) - \$24,000 = \$0