

Community Grants Program Budget Template



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 all the cost of all the items required for the project (expenses).

Hints for making a good project budget

- Start with a project plan, so you know everything you need for your project
- Clearly explain and provide specific details for each item in separate lines
- Obtain and attach quotes.
- List all forms of funding contributing towards your project
- The budget should include the income and expense items only for the grant project
- Don't over or underestimate your projects costs
- The income total and the expenses total must be equal

Budget Template:

Funding Source <i>(The income section should include all the funding sources contributing to the project)</i>	Income Amounts (\$)	Expenses Description <i>(The expenses section should include all the costs of the project)</i>	Expenses amount (\$)
Grant amount requested from Central Goldfields Shire			
Cash Contribution from your group			
Funding from other sources <i>(eg raffles, donations)</i>			
Value of in-kind support from other areas (other than your group)			
	Total:		Total: