

BUDGET INFORMATION

- Maximum amount that can be applied for is **\$20,000**
- Requests **over \$10,000** must have a **financial** match contribution (ratio 2:1)
- Items requesting funding must be supported with quotes that indicate if GST is included
- Calculate in-kind volunteer hours at **\$30** per hour

Filling out the Budget:

See following example under \$10,000:

Item or Activity	Total Cost of Project	Contribution from Organisation	Funding Requested Amount
A	B	C	D
Tools	\$2000	0	\$2000
Protective Equipment	\$500	\$250	\$250
Sand & Soil	\$500	\$500	
10 Volunteer Hours: In-kind Contribution	\$300	\$300	
Totals	\$3,300	\$1,050	\$2250

See following example over \$10,000:

Item or Activity	Total Cost of Project	Contribution from Organisation	Funding Requested Amount
A	B	C	D
Tools	\$10,000		\$10,000
Protective Equipment	\$5,000	\$3,000	\$2,000
Sand & Soil	\$3,000	\$3,000	
10 Volunteer Hours	\$300	\$300	
Totals	\$18,300	\$6,300	\$12,000

Legend:

- (a) Details of individual purchase items or activities
 - (b) Total cost of the project
 - (c) Your organisations total contribution to the individual purchase item or activity i.e. *the amount your organisation is contributing to the project*
 - (d) Amount of funding being requested
- *If your organisation is registered for GST, the funding allocation will be less the GST component*

Quotes from business and/or supplier

Quotes are required for any funding amount requested over \$500 and must include:

- Supplier's Australian Business Number (ABN)
- Breakdown of cost (i.e. separate the item cost and the GST)
- Description of items quoted
- Date and terms e.g. *"Quote valid for 30 days"*