



CUMBERLAND  
CITY COUNCIL



# Writing a Budget for Cumberland City Council Community Grants

**Clear budgets help the grant assessors understand what you will be spending money on. Budgets should not be rushed and should match the proposal that you have outlined in your grant application.**

There are exclusions that cannot be funded by Cumberland City Council grant funding. These include:

- ◆ Ongoing venue hire (one-off venue hire for events is eligible)
- ◆ Staff salaries (unless specially employed for the project you are applying for funding)
- ◆ Capital works
- ◆ Ongoing program costs

Please read the Cumberland City Council Community Grants Program guidelines for a full explanation of the grant eligibility criteria.



**You should always consider including quotes to support the items you are listing in your budget. This is especially important for budget items over \$500.**

If you require further information regarding grant budgets or the Cumberland Community Grants Program please contact the Grants Team, on **8757 9800** or email [communitygrants@cumberland.nsw.gov.au](mailto:communitygrants@cumberland.nsw.gov.au).

## Understanding Your Budget

### INCOME

'Income' describes all the funds and resources that will be required to support your proposed project. Make sure you list the requested amount of the Cumberland Community Grant on the income column of your budget.

Depending on your project, you might list other sources of income including funds from:

- ◆ Sponsorship
- ◆ Fundraising
- ◆ Tickets and attendee or participant contributions
- ◆ Organisational personal contributions
- ◆ Other grants

When you are listing income, please note if that money is confirmed (ie. you already have it) or is to be confirmed (you are still in the process of securing or raising it).

### EXPENDITURE

Expenditure describes all costs related to the delivery of the project. When calculating your expenses, make sure to budget for any goods or services you need to deliver your project. Make sure that you include details, either in the budget line or by supplying a quote with your application, to help us understand how you budgeted that amount. Examples of common expenses include:

<b>Equipment and supplies</b>	Do you need to buy or hire any equipment for this event? Equipment could include things like a projector or portable stage. What supplies do you need? Supplies could include pens and paper for a workshops or printing for an event program.
<b>Advertising</b>	Make sure you break-down of any advertising costs eg. newspaper ads, flyers, social media, banners, design work for flyers/ posters.
<b>Catering</b>	Include what will be provided eg. drinks, meals <i>Note: You should aim for catering to be no more than 10% of your total grant budget.</i>
<b>Contractor / Facilitator</b>	How many hours/ sessions will contractors be providing? What will the contractor provide? How much do the contractors cost per hour?
<b>Venue Hire</b>	One-off venue or park hire can be included
<b>Other Expenses</b>	Waste removal, security expenses.

## EXPENDITURE CONTINUED



Don't forget about expense items that you do not directly purchase but are still required to successfully complete the grant. Examples include:

<b>Administrative Costs</b>	<p>What is the cost to your organisation to administer the grant funding? <i>Note: This should be no more than 10% of your total grant budget.</i></p>
<b>Project Evaluation</b>	<p>We want to know the success of your project. State how you will measure this and how much time it will take a person to do this. <i>Note: Evaluation should be no more than 10% of your total grant budget.</i></p>
<b>Documentation</b>	<p>Photography of the project – we love photos, take lots and include them!</p>

## IN-KIND CONTRIBUTION

An in-kind contribution describes the value of goods, services or support that is being donated to the project free of charge. Some common examples of in-kind support include:

- ◆ Free venue or equipment hire
- ◆ Donated materials
- ◆ Unpaid staff or volunteer time working on the project (According to Volunteering Australia, a volunteer should be considered as providing \$30 per hour support to a project).
- ◆ Free advertising or marketing support



## BALANCING YOUR BUDGET

Your income and your expenditure should be the same amount ie.

Income \$ – Expenditure \$ = \$0. This should also include your in-kind contributions, so remember to list these in both the income and expense columns of your budget.

### SAMPLE BUDGET

Income Item	Income Amount	Expense Item	Expense Amount
Cumberland Community Grants	\$3,727	Advertising - Flyers A4 design and printing x 300	\$300
In-Kind Support	\$480	Advertising - Local newspaper ad x 2 (1/4 page)	\$500 (quote attached)
		Venue hire – Bereela room at Berala Community Centre (5 sessions @ \$50ph x15 hours)	\$750
		Workshop facilitator (2 staff x 2 hours @ \$75 p/hour x 5 sessions)	\$1,500 (quote attached)
		Art supplies including paint, brushes and paper for 30 participants	\$247
		Workbook for participants (\$6 per participant x 30)	\$180
		Catering – tea/coffee, biscuits (30 participants x 5 sessions)	\$100
		Evaluation of program – survey and analysis	\$150
		1 Volunteer – admin & sessions support (16 hours @ \$30ph -in-kind)	\$480
<b>Totals</b>	<b>\$4,207</b>		<b>\$4,207</b>

## FURTHER INFORMATION

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