

Writing a Budget for a City of Parramatta Community Grant



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 City of Parramatta grant funding. These include:

- Ongoing venue hire (one-off venue hire for events is eligible)
- Staff salaries (unless specifically employed for the project you are applying for funding for)
- Capital works (except in certain circumstances)
- Ongoing program costs

Please read the City of Parramatta Grant guidelines for a full explanation of the grant eligibility criteria.

It is mandatory to include quotes to support the items you are listing in your budget. This is especially important for budget items over \$300.

If you require further information regarding grant budgets or the City of Parramatta Community Grants, please contact the Community Grants Officer on 9806 5110 or email grants@cityofparramatta.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 City of Parramatta Grant on the income column of your budget. Depending on your project, you might list other sources of income including funds from:

- Other grants
- Fundraising
- Sponsorship
- Tickets and attendee or participant contributions
- Organizational / personal contributions

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).

Understanding your budget (continued)

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:

Equipment and Supplies	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
Advertising	Make sure you break-down of any advertising costs eg. newspaper ads, flyers, social media, banners, design work for flyers/ posters.
Catering	Include what will be provided eg. drinks, meals Note: You should aim for catering to be no more than 10% of your total grant budget.
Contractors	How many hours/ sessions will contractors be providing? What will the contractor provide? How much do the contractors cost per hour?
Venue Hire	One-off venue or park hire can be included.
Other expenses	Waste removal, security expenses.

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

Administrative costs	What is the cost to your organisation to administer the grant funding? Note: This should be no more than 10% of your total grant budget
Project evaluation	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. Note: Evaluation should be no more than 10% of your total grant budget.
Documentation	Photography of the project – we love photos, take lots and include them!

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:

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

You can read more about calculating in-kind contributions here
<https://www.vic.gov.au/grants-understanding-kind-contributions>

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 of your budget.

Sample budget

Income Item	Income Amount	Expense Item	Expense Amount
City of Parramatta Grant	\$1,690	Advertising – local newspaper ad x2 (1/4 page)	\$500 (quote attached)
In-kind support	\$840	Advertising – flyers A4 x 300	\$300
		Workbooks for participants x 25	\$150
		Art teacher – \$30 per hour for 8 hours	\$240 (quote attached)
		Art supplies including paint, brushes and paper for 25 participants	\$150
		Catering – tea/ coffee, biscuits 25 people x 4 sessions	\$100
		Evaluation of program – survey and analysis	\$150
		Administration cost for grant	\$100
		Venue hire – Activity room at ABC \$50ph for 12 hours (in-kind)	\$600
		1 volunteer for 8 hours @ \$30ph (in-kind)	\$240
Totals	\$2,530		\$2,530

More information

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