

# Sample budget

The Night Time Economy Activation Grants are designed to support local businesses, community groups, event organisers and individuals to develop projects that will support the growth and diversity of the night time economy in the City of Parramatta, while supporting the ability to trial new and interesting concepts that will build capacity in our local night time sector into the future.

It is important that applicants provide as much information as possible about their project's budget and expenditure. The more detail you can provide, the better Council can understand exactly what funding is needed for your project, and what Council is being asked to fund.

Please identify the sources of your project income, and which expense items these funds will be allocated to. For example, which expenses will you be allocating the City of Parramatta grant funding towards, and which expenses will you cover with your own or other funds (such as other grants, sponsorship/partnership, etc).

## Worked example:

Project Name: "Parramatta Pop-up Gallery"

### Income

Description	Funding source	Cash amount (ex. GST)
City of Parramatta Night Time Economy Activation Grant	City of Parramatta	\$5,000
Applicant's own funds	Applicant	\$5,000
Sponsor funding	Other income	\$2,000
<b>Total</b>		<b>\$12,000</b>

### Expenditure

Item description	Whose funds will pay for this expense?	Amount
Staff/applicant's time in curation of exhibition' (50 hours x \$80 p/hr)	Applicant	\$4,000
Materials	City of Parramatta	\$1,000
Space hire fees	City of Parramatta	\$2,000
Artist fees	City of Parramatta	\$1,000
Artist fees	Applicant	\$1,000
Equipment hire	City of Parramatta	\$1,000
Catering	Other income	\$1,000
Event staff	Other income	\$1,000
<b>Total</b>		<b>\$12,000</b>

Please note, if you propose to pay for a particular expenditure item using different income sources, please list the expenditure item twice (or as many as required), and the value to be expended from each income source, as shown here:

Item description	Whose funds will pay for this expense?	Amount
Artist fees	City of Parramatta	\$1,000
Artist fees	Applicant	\$1,000

1 Please note, City of Parramatta's grant funding cannot cover the applicant's own time in preparing a project (i.e. cannot pay "wages"). Council will accept the applicant's own time as a matched contribution to grant funding.

## Further questions?

Should you have any questions regarding your budget and expenditure, please contact:

Beau Reid

Night Time Economy Officer

Tel: 02 9806 5538

Email: [NTE@cityofparramatta.nsw.gov.au](mailto:NTE@cityofparramatta.nsw.gov.au)