



# Creating a Budget

Supporting Stronger Communities Grant



# Supporting Stronger Communities Grant Application Budget

One of the most important parts of any grant application is the budget. Making a realistic and accurate budget is crucial in showing that your project is viable and the grant money will go where the funders want it to go. Make sure that your budget matches up with your project proposal and you clearly show how you will use the grant. This is VITAL as any evaluation panel will assess your grant application based on the information that you provide them.

Here is a picture of the budget template that you will need to fill out when you complete an application through the ANHCA Supporting Stronger Communities grant on Smartygrants <https://anhca.smartygrants.com.au>



## Total Amount Requested \*

What is the total financial support you are requesting in this application?

## Budget

Income Description	\$	Expenditure Description	\$	
	\$		\$	+ -
				+ -
				+ -
				+ -
				+ -
				+ -
				+ -
				+ -

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## Budget Totals

Please ensure that your total income equals your total expenditure. If you are unsure about how to calculate this, please get in contact with the ANHCA Grants Officer on 03 9602 1228.

### Total Income Amount

This amount is calculated from your budget

### Total Expenditure Amount

This amount is calculated from your budget

### Income - Expenditure

This amount is calculated from your budget and should equal \$0



# So let's go through how you fill in your Budget table in your application...

## 01. TOTAL AMOUNT REQUESTED

The first section is the Total Amount requested.

**Total Amount Requested \***

\$

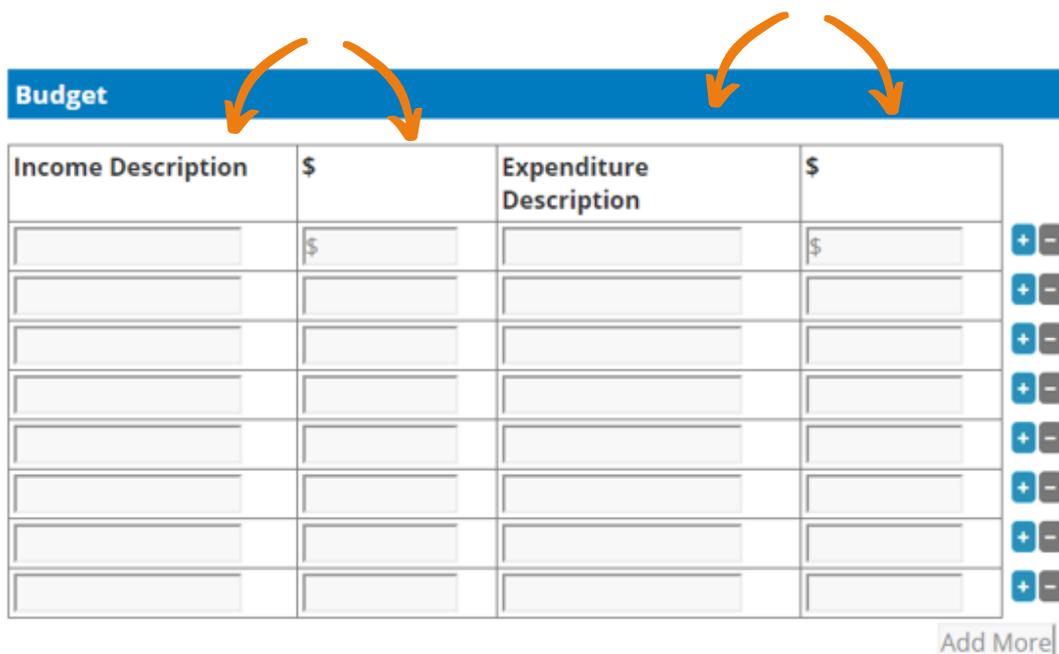
What is the total financial support you are requesting in this application?

This amount is how much you are requesting through your grant application. You may have more income in your budget, but this figure is just about how much you are asking for through the Supporting Stronger Communities grant through Sidney Myer and ANHCA.

Please note that the maximum total funding request available through this grant is \$10,000.

## 02. BUDGET

The table under the Budget heading has columns to organise your budget. The first 2 columns are for your income and the last 2 columns are for your expenses.



Budget				
Income Description	\$	Expenditure Description	\$	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>



### 03. INCOME

In the income column you need to write what income you are going to have throughout the whole project. This will include the funding request from the grant application. You may also have other funding that you will be using in your project/program.

You could include –

- Other grants you have received for this project/program
- Cash contributions from your house or centre
- In-kind contributions



### 04. IN-KIND CONTRIBUTION

In-kind contributions can be very challenging!!

In-kind contributions are things you put into your project / program that are not out of pocket expenses BUT they are valuable contributions that need to be included.

It is important to ensure that they are correctly captured in your budget as they show how much you are going to contribute to your project/program.

#### Types of In-Kind contributions –

The hours that your house or centre will put into the project or program will often be significant. And there will often be hours that are contributed over and above the amount of money that you receive from a grant. This is In-Kind contributions to your project or program.

It is important to include the number of additional hours that staff and volunteers put into the project that you are not receiving funding for. This shows an Evaluation panel that there is a commitment from the centre for the project/program.

Things like the cost of your room hire or any resources like food or other resources that you will be giving to the project/program that would be above the grant money you receive are all considered in-kind contributions.



Income Description	\$
Volunteer contribution (In-kind) - 5 hours a week @ \$41.72 X 20 weeks	\$4,172
House manager support (In-Kind) 3 hour a week @ \$50 X 20 weeks	\$3,000
Admin support (In-kind) 1 hour a week @ \$30 X 20 weeks	\$600
Room hire (In-kind) 2 hours a week @\$15 X 20 weeks	\$600

*(Please note that the current monetary value put on volunteer contributions is \$41.72 per volunteer per hour <https://www.fundingcentre.com.au/help/valuing-volunteer-labour> )*



## 04. EXPENDITURE

It is really important that you make it clear what you are going to spend the grant money on. This can be done its own lines at the top of the budget to make it clear to the Evaluation panel how you will be spending your grant funding.

Expenditure Description	\$
Project coordinator wages 10 hours @ \$40 X 20 weeks	\$8,000
Transport costs (Bus hire)	\$800
Catering costs	\$600
Advertising	\$300
Evaluation	\$300

Now remember that for all the in-kind contributions that you put into your project/program, these figures need to be in the expenditure column as well. You are giving it to the project/program, but then you will be using it throughout so it needs to be in the expenditure column as well.



## So this is how the completed budget will look

Income Description	\$	Expenditure Description	\$
Supporting Stronger Communities Grant	\$10,000	Project coordinator wages 10 hours @ \$40 X 20 weeks	\$8,000
		Transport costs (Bus hire)	\$800
		Catering costs	\$600
		Advertising	\$300
		Evaluation	\$300
House manager support (In-Kind) 3 hour a week @ \$50 X 20 weeks	\$3,000	House manager support (In-Kind) 3 hour a week @ \$50 X 20 weeks	\$3,000
Admin support (In-kind) 1 hour a week @ \$30 X 20 weeks	\$600	Admin support (In-kind) 1 hour a week @ \$30 X 20 weeks	\$600
Room hire (In-kind) 2 hours a week @\$15 X 20 weeks	\$600	Room hire (In-kind) 2 hours a week @\$15 X 20 weeks	\$600

By including the In-kind contribution in both the income and the expenditure columns, the equation at the bottom under the Budget Totals of Income – Expenditure should be \$0 (see below).

### Budget Totals

Please ensure that your total income equals your total expenditure. If you are unsure about how to calculate this, please get in contact with the ANHCA Grants Officer on 03 9602 1228.

#### Total Income Amount

\$

This amount is calculated from your budget

#### Total Expenditure Amount

\$

This amount is calculated from your budget

#### Income - Expenditure

\$

This amount is calculated from your budget and should equal \$0



# Need more help?

Here are some websites that have some information that you might find useful in creating a budget –

<https://getfullyfunded.com/8-tips-to-strengthen-your-grant-budget/>

<https://www.fundingcentre.com.au/help/writing-grant>

<https://www.thebalancesmb.com/the-basics-of-preparing-a-budget-for-a-grant-proposal-2501952>

If you get stuck or have questions or need assistance, please call  
Emily Harnett (ANHCA Grants Manager) on 0428 964 817 or  
email [emily@anhca.org](mailto:emily@anhca.org)

