

**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 **over \$500** 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	
<b>Totals</b>	\$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	
<b>Totals</b>	\$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 the following:

- **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"*