

# Small Grants Program - Budget help sheet

One of the THREE Essential Criteria of the Small Grants Program is that the project budget MUST be completed accurately and must include quotes or a detailed budget.

Your budget needs to clearly show the items that Gannawarra Small Grants Program will be used for.

One of the most common mistakes that applicants make is the budget does not add up.

Within Smartygrants, the budget section will look like this:

Income Type	Confirmed Funding?	Income Amount (\$)	Income Description / Notes
<input type="text"/>	<input type="text"/>	<input type="text"/> *	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Please do not add commas to figures	

Add More

Expenditure Type	Expenditure Amount (\$)	Expenditure Description / Notes
<input type="text"/>	<input type="text"/> *	<input type="text"/> *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
What have you spent the grant money on?	Please do not add commas to figures	

Add More

## Important points to remember:

1. Your project income and project expenditure MUST be equal
2. It is important that all costs are realistic and justified/explained within your application
3. This includes ensuring that quotes are attached with your application
4. Make your budget as detailed as possible, as this supports the assessment panel to understand the amount requested and demonstrates what the impact of reduced funding might be
5. If you have applied for other funding whether it is confirmed or unconfirmed funding. This includes any cash contribution that your organisation is contributing towards the project
6. Do NOT include any in-kind value in your budget. This will not be considered as part of the assessment process. Your budget must only detail actual project costs.

# Budget example

This Budget example is for a \$5,000 Small grant application

Income Type	Confirmed funding?	Income Amount (\$)	Income Description/Notes
Grant amount requested	No	\$5000	Grant requested
Our cash contribution	Yes	\$1000	
Donation from Community Bank	Yes	\$500	Donation towards project
<b>TOTAL</b>		<b>\$6,500</b>	

Expenditure Type	Expenditure Amount (\$)	Expenditure Description/Notes
Materials	\$6500	Paint and equipment required to complete project
<b>TOTAL</b>	<b>\$6500</b>	