

## Tips for completing the Budget table in the application form

Please see two examples of budget tables that clearly inform Council where the organisation's money is coming from (Income Source) and how the organisation plans to allocate the funding (Expenditure).

### A summary of the table headings:

**Income Source** = Where is the money coming from?

**Amount** = The first 'Amount' column is asking how much money the income source is providing.

**Expenditure** = Description of what the organisation will spend the money on. This can be more than one item but the total will need to equal the amount of income you enter.

**Amount** = The second 'Amount' column is asking you to tell us how the money will be allocated within the project (how much money is being spent on each expenditure)

The **Cash Budget Totals** section in the application form is **automatically calculated** using the figures that are entered into the 2 x 'Amount' columns. The total of each 'Amount' column should equal the same amount - this shows Council that all of the money coming in will be used on the project. This is why the automatically generated amount under the heading 'Does your cash budget balance?' should equal \$0.

### **Example A** - an example of when the **there is only one income source:**

Income (describe source)	\$Amount	Expenditure (describe)	\$Amount
Whitehorse Community Grant	\$2,000	EAL teacher for 6 sessions	\$1,000.00
		Marketing & promotion	\$500.00
		EAL resources	\$500.00

### **Cash Budget Totals for Example A**

This table is **automatically calculated from the Budget Table** in the application form.

#### **Total cash income**

Total Income Amount

**\$2000**

This number/amount is calculated.

#### **Total cash expenditure**

Total Expenditure Amount

**\$2,000**

This number/amount is calculated.

#### **Does your cash budget balance?**

Income - Expenditure

**\$0**

This number/amount is calculated. This should equal zero

**Total income and total expenditure are the same amount – which means the cash budget balances and equals \$0**

**Example A** clearly shows that the total project cost is \$2,000 and that the organisation is seeking all funding from the Whitehorse Community Grant program. Of that \$2000, the organisation will be spending \$1000 on EAL teacher for 6 x sessions, \$500 on marketing and promotions and \$500 on EAL resources.

**Example B** - an example of a project that has **more than one income source funding the project**:

Income (describe source)	\$Amount	Expenditure (describe)	\$Amount
Whitehorse Community Grant	\$1000	Marketing & Promotions	\$300
		Printing costs for flyers	\$100
		Paint for art class	\$200
		Bi-lingual Art Teacher x 4 2h classes (Greek/English)	\$600
Donations	\$1000	Venue Hire	\$400
		Catering costs	\$600
State Government Grant	\$400	Insurance costs	\$400

### Cash Budget Totals for Example B

This table is **automatically calculated from the Budget Table** in the application form

Total cash income	Total cash expenditure	Does your cash budget balance?
Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,400	\$2,400	\$0
This number/amount is calculated	This number/amount is calculated.	This number/amount is calculated. This should equal zero

**Total income and total expenditure are the same amount – which means the cash budget balances and equals \$0**

**Example B** clearly shows that the total amount required for the project is \$2,400. The total includes the \$1000 that they are applying for from Whitehorse Community Grants Program as well as \$1000 from donations and \$400 from a State Government grant. Council can see that:

- The money requested from the Whitehorse Community Grant Program is going towards: marketing & promotions, printing, paint and specialist teacher costs – and all of these items fall within the criteria of the grant program.
- Other costs are being covered by donations and a state government grant. Items such as venue hire, catering and insurance fees are not covered by the Whitehorse Community Grant program, so the organisation has ensured that Council understands that the grant money will not be spent on those items. It's clear that other income sources will be used to cover those costs.