

Grant Writing

Budget Preparation



Definitions within a grant application

- **INCOME**

- Any and all source/s of funding towards the project for which you are writing a grant application.

- **EXPENDITURE**

- Anything you need to pay actual money for in order to carry out the project for which you are seeking a grant for.

- **IN-KIND CONTRIBUTION**

- Goods or services which are donated to the project but will not be paid for as a direct result of carrying out the project.



Examples of Income

A grant application will ask you to provide details of all income for the project. Depending on what your project is it may include any of the following items and anything else that will help fund the project.

Remember to be truthful and accurate – you may need to provide evidence of other income to demonstrate you can carry out the project.

examples of income	comment
The grant you are seeking in your application	This figure should always be included in the income table unless specifically directed not to
Funding (cash)	from your organisation
Funding (cash)	from another organisation (project partner etc)
Another grant	although it should be for a separate/different component of your project. You won't be successful asking for a grant to pay for something that's already been paid for.
Entry/Ticket sales	le for events
Any other source of cash	that is being put towards the project.

Examples of Expenditure

There are many different types of projects that you could seek grant funding for and therefore a wide array of potential expenditure types including but not limited to:

Expenditure examples	
Capital/infrastructure costs	Materials
Labour	Equipment (purchase or hire)
Consultants, trades, contractors, professional	Marketing/promotion
Investigations (eg. Geotech, heritage, feasibility)	Approvals (DA, Heritage etc)
Contingency	Catering
Venue hire	

- You will usually be required to provide evidence of your stated expenditure by providing quotes
- Usually you cannot claim costs that you have already incurred but this should be detailed in the grant guidelines for which you are applying. Ie 'no retrospective funding'

Examples of In-Kind Contribution

Goods or services which are donated to the project but will not be paid for as a direct result of carrying out the project. This could be:

Type of in-kind support	Description
Volunteer labour	ie a member of your club is qualified/licenced in a relevant trade/profession and will undertake activities relevant to their qualifications to help implement your project but will not charge for their services. Or it could be as simple as managing the project. You generally need to justify the stated in-kind contribution with an hourly rate x number of hours. A grant may provide guidance on this but general rule of thumb is \$25/hr for volunteer labour – unless you can evidence a higher rate and the accompanying statement that this would be provided without charge.
Donated materials	ie donated timber for the shed you want to build. Or donated garden beds to grow your community garden. Items which you don't need to pay for.

In-kind contributions should reflect the value that you would have had to pay if they weren't donated

Confirmed and unconfirmed funding

Some grant applications will ask you whether your projected income is confirmed or unconfirmed.



Confirmed income may include items such as your organisations contribution to the project or fundraising that your club has already raised from other activities.



Unconfirmed funding includes income streams such as the grant funding you are writing the application for. Other grants that you have or intend to apply for as part of your grant strategy but you do not yet know the outcome for. It may also be anticipated income from the sale of related goods or ticket sales for the event.

Having confirmed funding for your project (from whatever source) will assist in demonstrating value for money, commitment to the project and if from another external source (ie another grant) broader support for your concept/project.

GST

- Most grant programs will want you to enter your income and expenditure without GST however you should always check the relevant guidelines to ensure you're not over or understating your figures.
- Some grants are awarded with GST included – others are exclusive.
- The GST status of your organisation may impact your eligibility to be paid GST as part of a grant
- Your GST status is usually registered under your ABN.
- The larger the grant, the larger the GST implications should you get this wrong



Budget tables come in all shapes & sizes but

Your budget tables should:

- Only be about the project you are seeking funding to carry out;
- Always balance. Your cash income should equal your cash expenditure;
- Always include the grant you are requesting;
- Define what you want to spend the grant funding on either within the expenditure table, or within the text components of the grant application (where there are other sources of funding).
- Indicate what is confirmed income, or unconfirmed. For example, the grant that you are writing is unconfirmed income, but (presumably) the cash contribution your organisation is committing to the project is confirmed. You may have other grants for this project that are either confirmed or unconfirmed and they should be identified. You may need to provide evidence of other confirmed funding.

Playground upgrade – Community Building Partnership Program

Income Source	Confirmed Funding?	\$ Amount
Funding sought from this program, plus details of cash income from all other sources.		Must be a whole dollar amount
Requested CBP funding as in Q28 *	No *	\$35,000
Cash from your organisation as in Q32a or Q32b	Yes	\$50,000

Total income
\$85,000

Expenditure Item Description	\$ Amount	Planned Source of Funding
Itemise project expenses below. For example: Purchase and installation of sun shade.	Must be a whole dollar amount	How will you source funds for this line item? For example: CBP funding, fundraising, own funds
new playground equipment supply: timber swingset and cube structure	\$34,160	council own funds
new playground equipment install	\$15,840	council own funds
new playground equipment nature play log climber, steps, balance beams	\$17,390	CBP grant
connecting concrete pathway - sth side	\$2,300	CBP grant
drainage	\$4,670	CBP grant
new seating supply	\$4,323	CBP grant
new seating install	\$2,500	CBP grant
new signage	\$3,817	CBP grant

Total expenditure
\$85,000

**Equals a
Balanced
budget**



Solar Panels on community building

Income source	Confirmed/ unconfirmed	Amount
Council Environment grant 2020 (enviro)	Unconfirmed	\$10,000
XXXX Applicant contribution	Confirmed	\$15,000
Fundraising – 3 years	Unconfirmed	\$25,000
Council grant 2021	Unconfirmed	\$10,000

Expenditure description	Funding source	amount
Solar panels	This grant	\$10,000
Solar panels	Own organisation	\$15,000
Solar panels	Fundraising	\$5,000
Batteries	Fundraising	\$20,000
Batteries	Grant 2021	\$10,000

Partial funding is really common

Either because the funding body wants to:

- spread the money to more projects; or
- only fund elements of a project.

Identifying elements in your budget that can be broken down will help to:

- Support your request for full funding
- Assist identifying a partial amount you can still proceed with
- Demonstrate a detailed and accurate budget

Quotes and other evidence

Adding supporting documents with your grant is essential and supporting your claim for the value of grant is one of the most important elements.

By supplying quotes you are demonstrating that you have:

- accurate costs (especially if multiple quotes provided)
- researched and planned how you will implement your project

If you're successful in securing a grant – you will need to prepare a financial acquittal at the end of your project and supply evidence of actual costs incurred. This may include:

- Invoices and receipts for goods and/or services
- A profit and loss statement signed by an authorised officer of your organisation



Thank you



northern
beaches
council