

COMMUNITY GRANTS PROGRAM 2025–2026

Budget fact sheet



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CITY COUNCIL

Your Community Grants budget should accurately reflect your project costs.

YOUR BUDGET SHOULD INCLUDE:

- A** A description of all project item expenses — including in-kind contributions.*
- B** The cost of all project items, excluding GST.
- C** The contribution from your organisation.
- D** Income from other sources (eg. donations/ticket sales/other funding).
- E** The community grant funds requested from Council.
- F** The cost of Council facility hire.**

* In-kind contributions are goods or services that have been gifted to the project, including volunteer hours.

** Please ensure the total of **E** + **F** does not exceed the maximum \$10,000.

EXAMPLE BUDGET

Total cost of project	\$9,250	B
Total cost of organisation's contribution	\$4,800	C
Total other funding sources	\$450	D
Total cost of community grant request	\$4,000	E
Total cost of Council facility hire	\$480	F

Please ensure the total of **E** + **F** does not exceed the maximum \$10,000.

EXPENSES		PROJECT INCOME		
Description of items for the project	Cost of project item (\$)	Organisation's contribution (\$)	Other funding sources (\$)	Community grant request (\$)
Advertising — Leader digital edition	1,200	-	200	1,000
Organisations/administration — 10 volunteers x 10 hours at \$41 per hour	4,100	4,100	-	-
Training	2,000	500	-	1,500
Table and chair hire	1,500	-	-	1,500
Refreshments	200	200	-	-
Banner	250	-	250	-
TOTAL	9,250	4,800	450	4,000

List here all the goods and services required to ensure the project can be effectively completed. This includes in-kind goods and services.

A

List here the cost of the goods and services.

B

List here your organisation's contribution to the project.

C

List here the funding provided to the project by other sources.

D

List here the total of funding requested from Council.

E

QUOTES AND EVIDENCE OF THE COST

For budget items over \$1,000 you will need to provide a quote or evidence of the cost of the item. This may be a formal quote or an image of a catalogue or website. Hyperlinks are not a reliable source of evidence as they are often deactivated before the application is assessed.

FACILITY HIRE DETAILS

Facility hire grant requests are **not** to be included in the Income and Expenses table.

Location	Usage date	Cost (\$)
Murrumbeena Community Hub	26/09/25	240
Murrumbeena Community Hub	27/09/25	240
TOTAL COST OF COUNCIL FACILITY HIRE		480

List here the cost of facility hire.

F