

EXAMPLE BUDGET

Tips for preparing your project budget

As part of your grant application, you are required to provide a detailed budget on what the grant money will be used for.

The budget should include:

Income - All funding that will contribute to the project

Expenditure - Cost of all the items required to carry out the project.

This template can be used to plan your grant application. The template includes some example income and expenditure descriptions that may or may not be relevant to your grant application. Sums used in this example may not be indicative of actual expenditure costs and you should determine appropriate costings through your own quotes and calculations.

The Lowitja Institute encourages the use of Aboriginal and Torres Strait Islander owned businesses and suppliers to support ongoing community capacity building and involvement.

Please refer to **Section 4.2** of the Grant Guidelines to determine what the grant funding does and does not fund.

Do not include any funds in relation to Knowledge Translation activities as part of your budget as these are additional funds your project may be eligible for.

Budget checklist

- Quotes – Obtain relevant quotes *prior* to submitting application to determine costings
- Details – Provide clear details for each item on separate lines
- Funding – Include all forms of funding contributing to your project
- Amounts – Provide exact amounts for each item
- Total – The total income and expenditure should be equal

Example Income

Income Description	Confirmed Funding?	Income Amount
E.g. Lowitja Institute Major Grant 2022 – 2023	No	\$200,000
E.g. Applicant/organisation financial contribution	Yes	\$5,000
E.g. Other funding partner grant/sponsorship	Yes	\$10,000
E.g. Applicant/organisation volunteer time (in-kind)	Yes	-
E.g. Donated goods and services (in-kind)	Yes	-
		Total Income: \$215,000

Example Expenditure

Expense	Type of Cost	Cost	Notes
2 x Aboriginal Research Officers	E.g. Staffing allocation	\$60,000	
	E.g. Administration allocation	\$40,000	
Catering for duration of project	E.g. Catering	\$3,000	
1 x Aboriginal and Torres Strait Islander graphic designer for promotion development	E.g. Design	\$3,000	
1 x Aboriginal and Torres Strait Islander researcher OR Aboriginal and Torres Strait Islander research officer	E.g. Aboriginal and Torres Strait Islander expertise (NFP)	\$20,000	
1 x Aboriginal and Torres Strait Islander fellow	E.g. Aboriginal and Torres Strait Islander expertise (FP)	\$30,000	
1 x data analyst	E.g. External expertise / contractors	\$15,000	
1 x VistaPrint Order of project flyers	E.g. Marketing and promotions	\$1,000	
50 x A5 envelopes and postage stamps	E.g. Postage and couriers	\$100	
1 x purchase of reporting software	E.g. Reporting	\$4,000	
1 x Research and Software Training	E.g. Training	\$3,000	
Travel and accommodation for 3 x staff members to conduct yarnning circle's	E.g. Domestic travel and accommodation	\$5,900	
3 x hire of function centre for yarnning circle's	E.g. Venue	\$1,500	
20 x Clothing the Gaps t-shirts for volunteer reimbursement	E.g. Volunteer expenses	\$1,000	
20 x Clothing the Gaps t-shirts for participant reimbursement	E.g. Merchandise expenses	\$1,000	
20 x \$50 Westfield Gift Cards	E.g. Participant reimbursement	\$1,000	
Costs associated with facilitation of community meeting	E.g. Other expenses	\$10,000	Travel to and from research sites
Total Expenditure: \$199,500			