

Information Sheet 2: Budget

Goods and Services Tax (GST)

If your organisation is registered for GST the grant will include GST. If your organisation is not registered for GST the grant funding will not include GST.

What do I need to include in my Budget?

Please see the grant Guidelines for a list of items that will and will not be funded by the grant.

The Budget in your application must fully and clearly define project costs, including any GST on supply items (that attract GST) that are required to deliver your project (for example, plants or contractor services). We encourage applicants, where possible, to attach quotes from contractors to support their application.

Before working on your budget, please consider the following

- Cost estimates should be credible and realistic, and represent good value for money,
- Each budget line item needs to be specific,
- Inflated budgets will damage the credibility of a project proposal,

Your budget should be made up of the following components:

- **Item description** – a short description of each item, the quantity for each unit and the unit cost e.g. 200 indigenous plants in forestry tubes @ \$1.50.
Do not use generic terms such as ‘miscellaneous’ or ‘other activities’ for item descriptions,
- **Item category** – select from drop down list chose a category for each item e.g. plants tree guards and stakes; bus hire; contractor; technology etc.
- **Funding requested** – the total amount of grant money requested for each item in budget,
- **In-kind contributions** – any items, materials or funding that you, or a collaborating party, are contributing in-kind towards the project. For example, provision of volunteer labour, donated goods etc. In-kind contributions support your application by covering items that cannot be funded through the grant program, and a
- **Comment/Justification** - add comment or justification for each item in the budget.

Funding Limits for Budget Items/Categories

Some budget items/categories have limits on the funding available, as per the table below.

Budget Category	Limit \$
Bus hire	\$2,000
Landscaping (Note – large rocks/boulders limited to a maximum of \$500)	\$1,000
Irrigation equipment	\$1,000
Delivery of materials	\$200
Contractor fees to assist with on-ground works	\$1,000
Tools and equipment	\$1,500
Technology or electronic equipment	\$1,000
Signage	\$500
Equipment hire	\$500
Catering	\$500

Sample Budget

Item Description	Category	Funding Requested (Column A)	In-Kind Contributions (Column B)	Total Cost (Column A+B)	Comment / Justification
Indigenous tube stock (including Wallaby Grass, Kangaroo Grass, Acacia sp., Eucalyptus sp.) 600 @ \$2.00	Plants, tree guards and stakes	\$1,200.0		\$750.00	Order attached to application
Bamboo stakes (2 packs of 250 @ \$45 each)	Plants, tree guards and stakes	\$90.0		\$90.00	1 stake per plant
Cardboard carton tree guards (1 pack of 500 @ \$90 each)	Plants, tree guards and stakes	\$90.0		\$90.00	
Nest boxes: 5 units @ \$30.00	Nest boxes/habitat creation	\$150.0		\$150.00	
Wheelbarrows: 2 units @ \$100.00	Tools and equipment	\$200.0		\$200.00	
Revegetation tools (shovels, rakes, mattocks, mallets) 18 units @ \$20.00	Tools and equipment	\$360.0		\$360.00	
Other tools & equipment (hand trowel, hand fork, watering cans) 20 @ \$10.00	Tools and equipment	\$200.0		\$200.00	
Gardening gloves (50 units @ \$3.20)	Tools and equipment	\$160.0		\$160.00	
Permanent interpretative signage (1 sign x \$450)	Signage	\$450.0		\$450.00	Quote attached to application
Site preparation – contractor spraying weeds, including labour & material costs (3 people x 6hrs @ \$50.00 hr)	Contractors	\$900.0	\$300	\$1,200.00	Local contractor, school discount of \$300 provided. Quote attached to application.
Full day educational incursion - involving guest speaker & monitoring activities	In/Excursion	\$1,000.0		\$1,000.0	Wildlife presenter, discussing local environmental values. Quote attached to application.
Nest pole camera (provided for use by local Landcare group)	Technology or electronic equipment		\$1,000.0	\$1,000.0	
Mulch provided by local Council (20 cubic metres @ \$50.00 per cubic metre)	Landscaping		\$1,000.0	\$1,000.0	Council confirmed availability
Volunteer time - to prepare site and build nest boxes (50 hrs @ \$30.00/hr)	Volunteer time		\$1,500.0	\$1,500.0	Parent and local Landcare group volunteers
Landcare Facilitator time for project planning, planting events and ongoing incursions (104 hours @ \$35 / hr)	Volunteer time		\$3,640.0	\$3,640.0	
Catering: 2 working bees x 15 volunteers @ \$15 each	Catering	\$100.00	\$350.0	\$450.0	\$100 for bread, remainder supplied by local shop
TOTAL (ex-GST)		\$4,900.00	\$7,790.00	\$12,240.00	