

Grant program fact sheet: budgets

OVERVIEW

This fact sheet outlines how to prepare a budget for your City of Hobart grant application.

A clear budget helps the grant assessors understand how the grant funds will be spent and ensure your activity is financially viable.

An example budget is provided on the final page of this fact sheet.

PREPARE A REALISTIC BUDGET

Budgets should not be rushed and should match the proposal outlined in your grant application.

The budget should detail all the costs involved to complete your activity, such as:

- Your contribution to the activity
- The grant amount
- Any other contributions from any project partners

There are exclusions that cannot be funded by the City of Hobart grant program. Please review the grant guidelines to ensure your funding request is eligible.

You have the option of attaching a budget to the application. Requests to support complex or larger activities are encouraged to attach a budget to the application form.

If you are GST-registered when you receive a City of Hobart grant, the City of Hobart will pay the grant amount plus GST. The budget provided in your application should be exclusive of GST.

BALANCING YOUR BUDGET

Your income and expense totals need to be the same number. When the totals are the same your budget balances, showing that you have the income to cover your expenses and therefore that your activity is viable.

A balanced budget also demonstrates the grant is needed to make the activity happen.

When writing a budget, it is sometimes easier to list all your expenses first and then your income to make sure you have enough income to cover all your costs.

INCOME

Income describes all the funds and resources required to deliver your proposed activity.

You must include the requested amount from the City of Hobart in the income budget. This demonstrates the funds are required.

Commercial organisations are often required to match the funding request. If you are a commercial organisation, be sure to include the contribution you are making towards the activity. This is identified by the funding source.

When listing your income, please note if the funding is confirmed (i.e. you already have it) or is to be confirmed (you are still in the process of securing or raising it).

Income can include:

- other grants
- sponsorship
- fundraising
- ticket income
- attendee or participant contributions
- organisation or personal contributions



EXPENDITURE

Expenditure describes all costs related to the delivery of the project. When calculating your expenses, make sure to budget for any goods or services you need to deliver your activity. Examples of common expenses include:

- Project management
- Venue hire
- Contractors
- Artist fees
- Marketing and advertising
- Graphic design
- Catering
- Equipment hire and supplies
- Documentation & photography
- Administrative costs
- Project evaluation
- Service fees for ticketing
- Cleaning and first aid
- Accessibility services, such as Auslan
- COVID-19 risk management
- Auspice fee (up to 10% of the grant value).

The budget must be based on recently researched costs. It is recommended to take account of any industry awards or payment standards.

Applicants are encouraged to provide a breakdown of the costs in the notes column of the budget.

The expenditure budget should clearly explain how the grant funds will be used to carry out the activity.

IN-KIND SUPPORT

An in-kind contribution is a contribution of a good or service other than money.

Applicants must include in-kind contributions related to their activity in their application

budgets, including volunteer labour, administrative support, rent-free venues or donations of materials or equipment.

The in-kind contributions must be included in the income **and** expense budgets.

INFORMATION FOR GRANT RECIPIENTS

If your application is approved, it is important to maintain contact with the City of Hobart and keep good records.

Changes to your budget

Significant changes to the budget of grant recipients are considered a variation. A significant change is an increase or decrease of 10% of the overall activity's budget.

Please contact the grants officer on 03 6238 2132 or email grants@hobartcity.com.au to advise them of the variation.

Acquittal report

Grant recipients are required to outline how the grant funding was spent in the acquittal report.

We will compare your acquittal report's financial information with the information in your application (or variation, if applicable).

Grant recipients should include the same level of detail in the acquittal report as the application form. If the information is insufficient, grant recipients may be asked to provide further documentation and evidence of expenses.

MORE INFORMATION

If you require further information regarding grant budgets or the City of Hobart Grants Program, please contact the grants officer on 03 6238 2132 or email grants@hobartcity.com.au.



EXAMPLE

This example is for a series of activities presented with speakers and artists to engage the community. The activity will be free and have support from key partners. All the items and amounts listed in this budget are examples only to demonstrate the type of items that can appear in your budget.

Income

Income source	In-kind or cash	Confirmed or not	Dollar amount (\$)	Notes
City of Hobart grant	Cash	Not confirmed	\$ 5,000	
Applicant contribution	In-kind	Confirmed	\$ 7,039	
Event Ready Grant	Cash	Not confirmed	\$ 1,000	Applied
Partner 1	In-kind	Confirmed	\$ 2,000	
Partner 2	In-kind	Not confirmed	\$ 500	
Volunteers	In-kind	Confirmed	\$1,800	Sourced from networks
			\$ 17,339	

Expenditure

Expenditure Item	Funding Source	Dollar Amount (\$)	Notes
Producer	Applicant	\$ 2,500	50 hours x \$50 per hour
Artist fees	City of Hobart Grant	\$ 1,140	2 workshops with one artist each (4hrs x \$95 per hour + \$190 preparation)
Workshop supplies	City of Hobart Grant	\$400	\$200 for each workshop
Workshop facilitator	Partner 2	\$ 500	1 x facilitator for the workshops
Speakers	City of Hobart Grant	\$ 500	5 x \$100
Hobart Town Hall	City of Hobart Grant	\$ 1,472	1 x weekly rate (see provisional booking)
AV equipment	Partner 1	\$ 2,000	
Catering – light refreshments	Applicant	\$ 3,000	
Front of house staff	Volunteers	\$ 1,800	6hrs x \$25 per hour for 4 volunteers across 3 days
Marketing – graphic design, printing and Facebook advertising	City of Hobart Grant & Applicant	\$ 2,000	See marketing plan
Photography	Applicant	\$ 500	
COVID-19 safety planning	Event Ready Grant	\$ 1,000	
Public liability insurance	Applicant	\$ 27	Community public liability insurance via City of Hobart
Contingency	Applicant	\$ 500	
		\$ 17,339	

