## Community Grants Program Category 1 Level 1 and Level 2 – Budget Template

Use the template below to create a budget for your project. For more information, please see Section 3 of the Community Grants Program Guidelines for Applicants.

Please click here to access an example budget, please read over the example budget before completing your own.

You must attach a quote for items (goods and services) valued at over \$1,000.

It is recommended that applicants who are undertaking a project more than six months after the application date should consider budgeting in an additional 5% to the total cost of their project. This additional amount acts as a contingency due to potential increased costs in the marketplace, such as materials and equipment.

## YOU MUST ANSWER ALL QUESTIONS BELOW:

1. How much money are you asking for from the City of Gosnells?

2. How much money are	you providing to this	project?	
_			
\$			

3. If you are asking for free venue hire (up to \$700) from the City, complete the below table:

Venue	Date and time	Confirmed booked	Total cost

4. If you are getting other money as part of this project, complete the below table. For example, ticket sales, other grants, donations, or any other type of money for this project.

Type of money (other grant, ticket sales, donations)	Confirmed or Estimated	Amount
eg: bake sale, \$5 per cake x 20 cakes	Estimated	\$100

5. \	What are	you going	to spend the	project money	on?
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a. You must provide quotes for items over \$1000

Goods/services/item	Where from?	Who's money? (Yours, City of Gosnells, other?)	Amount (\$)	Quote attached (please tick)
				+
	Total spending=\$			

6. How many volunteers will be working on this project, for how long, and what will they be doing? (This includes you putting together this grant application and doing the budget)

Volunteer title	Tasks/duties	Time spent on project	How many volunteers do you have doing this?	Total hours
e.g. Event Volunteer	Setting up gazebos, tables, chairs	6hrs	4	24
	+			

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