

GRANT FUNDING BUDGET TIPS

To start preparing your budget the first thing you need to do is to you establish how much it costs per hour to run your organisation as list has been provided below to prompt you thought on what expenses may be incurred.

Don't under value the service you offer be sure to incorporate power, water, gas, telephone, internet any expense that might be required for you to have your doors open don't forget insurance rates property maintenance staff wages if that applies

Some grants you can add a percentage of administration for writing the grant application always look for this in the guidelines ☺

Example

Advertise Printing & Stationary	Progress Assn Other
Auditor Fees Bank Fees Centre Expenses	Kitchen/Laundry/Sundry
Donations Equipment	IT Copier Other Equipment
General Expenses Insurance	General Work Cover
Legal Costs Property Maintenance	Cleaner Cleaning Materials Sundry Maintenance
Purchase Assets	Capital Building Capital Plant & Equipment Capital Furniture & Fittings Capital IT Equipment
Rates Subscriptions Utilities	Electricity Gas Internet Telephone Water
Volunteer Expenses	Volunteer Other Sundry Volunteer Training Volunteer Travel

WAGES

Budgeting for staff wages consider the following

Name Hours per week total hours rate of pay total salary travel costs Super Work Cover

Don't forget to include Equal Remuneration Order (if applicable) & CPI increases in your wages budget

CPI Increases
2.75% as at 30/06/13
2.48% as at 30/06/14
2.59% as at 30/06/15
2.76% as at 30/06/16
2.92% as at 30/06/17
3.10% as at 30/06/18
3.28% as at 30/06/19

Once you have completed the process you can formulate an annual budget include your total grant income

Include current proposed figures – actual – and next years anticipated budget (example shown)

Don't forget to include allowances for volunteer time which can be added to grant applications as in-kind

BUDGET GENERAL FUNDS 2014 TO 2015					
INCOME					
			Budget 2013-14	Actual to 30/6/14	Budget 2014-15
Class Income				\$ 13,185	
	Class Fees	HAAC	\$ 7,100		\$12,265
		ACE	\$ 1,212		\$25
		Kids Cooking	\$ 505		\$200
		Other	\$ 440		\$1,600
	Material Sales	HACC	\$ 2,000		\$1,500
		ACE	\$ 1,000		
Fundraising Income					
	Drinks Tea Coffee		\$ 400		\$250
	Market Day				
		Site Fees	\$ 700		
		Sales	\$ 500		
	Internet/Copying		\$ 500		\$500
	Other Fundraising		\$ 5,000		\$5,000
	Raffles		\$ 1,500		\$1,000
	Golden Oldies & A&LG		\$ 4,500		\$4,000
	Donations				\$1,000
Interest Received			\$ 2,000		\$2,000
Membership			\$ 220		\$500
Miscellaneous			\$ 700		
Venue Hire					
	Classes		\$ 8,420		
	Other Organisations		\$ 3,000		\$3,500
Admin Support			\$ 3,000		\$3,000
Oncost recovery				\$ 10,719	
Specified Funds			\$ 5,000		
Transfer From Reserve			\$ -		\$0
TOTAL INCOME			\$ 47,697	\$ 13,185	\$47,059

Once you have consulted with members and received project items for grant funding create a priority list (it may take 4-5 years of planning for larger projects) based on cost and planning priorities flag them 1,2,3 see example below. Having a priority list ensures everyone knows (if and how long) they may need to wait for their request, it lessens competitiveness in some situations. Priorities can change due to need or funding opportunities or completed projects, it's a working document not set in stone.

BUDGET 2014 TO 2015			
ITEMS FOR CONSIDERATION			
The following items have been Identified			
ITEM	COST	Priority	Budget
Oven	\$8,000	2	2015-16
Replace Dishwasher	4,000	2	2015-16
Upgrade Kitchen	10,000	2	2015-16
Front Office	50,000	1	2014-15
Enclose Breeze way	100,000	3	2016-17
Lighting	2,000	1	
line shed lighting	\$8,000	3	
security	\$6,500	2	
Total	\$188,500		

When researching project cost record supplier, contact, quote number and cost you may need to refer to these several times over the course of seeking funding so save time and have it in one handy location.

Breezeway Project budget									
Item	Provider	Provider contact	quote number	unit cost	GST	Units required	Total cost	Invoice Number	comments
Bench top fryer, Rangehood	Catering aids -Zane	08 8297 1427		\$6,199	619.90	1	6818.90	660	
Dishwasher	Hills		#2909/03	\$5,227	522.70	1	5749.70	2500	
Security				\$1,000	100.00	1	1000.00		
Tables	buydirectonline	1800 182 285		390	39.00	16	6864.00		
Chairs	buydirectonline	1800 182 285		55	5.50	0	0.00		
Prometium Board	Harvey Norman			880	88.00	1	880.00		
Freight for kitchen appliances	Ron	0407 395 889		510	51.00	1	561.00	21312.80	
Training Levy CITB				375	37.50	1	412.50		
Engineer report				1039	103.90	1	1142.90		
Airconditioner	Murray Heating			\$3,725	372.50	1	6000.00		
Kitchen cupboards	Weyland	08 8532 6535	05/2015#2	19,181.82	1918.18	1	21100.00		
Flooring	Solomons - Steven	08 8532 1222		9545.55	954.56	1	10500.11		
Flooring feather skirting \$10 m 15.4m	Solomons - Steven	08 8532 1222		145.44	14.54	1	159.98		
Remove & relay carpet	Solomons - Steven	08 8532 1222		272.73	27.27	1	300.00		
Tiles	Beaumont Tiles	08 8531 1922		\$1,391.87	139.19	1	1531.06		
windows/sliding doors	Rowe				0.00	1	3000.00		

EVENT MANAGEMENT BUDGET

When planning events below is a comprehensive list of things to consider budgeting for, its easier to delete items N/A than to add items later and potentially forget and miss applying for funding for it.

Item	Category
Agenda / Minutes/ Status Reports	Internal Communications
Ambulance	Emergency Services
APRA	Applications
Artists - Accom	Entertainment
Artists - Flights	Entertainment
Artists - Trfrs	Entertainment
Beverage (Beer, Wine, Water, Soft Drinks)	Catering
Break-even number/ Update	Budget
Budget	Post Event
Campaign	Public Relations
Carparking Personnel	Carparking
Cash / Float	On site
Cash Registers	Infrastructure
Caterers	Briefs
Childrens Amusements	Entertainment
Cleaning	Cleaning
Committee Meetings	Internal Communications
Committee Members	Internal
Committee members	Partners
Committee President	Internal
Committee Vice President	Internal
Contract with client	Internal
Coolrooms	Infrastructure
Council Approval	Applications
Cutlery, Linen	Catering
Database	Ticketing
De-brief	Post Event
Display Boards	Infrastructure
Distribution	Marketing
Event Timetable/ Schedule	Program
Fascia Boards	Signage
Fencing	Infrastructure
Financial Dept	Internal
Fire - CFS/ MFS	Emergency Services
Fire Extinguishers	Safety
First Aid - St John SA	Emergency Services
Flooring	Infrastructure
Food Supplier	Catering
Food Supplier	Stallholders
Glasses	Merchandise
Golf Cars	Internal
Graphics	Marketing
Instruments	Entertainment
Insurance	Applications
Internet	Marketing
Launch	Public Relations

Lighting	Infrastructure
Line of authority	On site
Line of reporting - event day	Internal
Linen	Infrastructure
Liquor Licence	Applications
Markouts	On site
Marquees	Infrastructure
Marshalling	On site
MC	Entertainment
Media - Print	Marketing
Media - Radio	Marketing
Media - TV	Marketing
Media & Marketing	Internal
Media Partners	Public Relations
Merchandise	Marketing
Monitoring	Ticketing
Music	Entertainment
OH&S Inspector (CPO)	Catering
Operations Manual	Reporting
PA	Infrastructure
Paid Staff	On site
Parking	On site
Plants	Infrastructure
Plumbing	Plumbing
Police	Emergency Services
Police Breath Testing Unit	Police SA
Posters / Flyers	Marketing
Power	Power
Print	Marketing
Radios	Internal
Raffle Licence	Internal
Registration	Ticketing
Report	Post Event
Retail Outlets	Retail
Rider	Entertainment
Risk Assessment	Reporting
Roving Entertainers	Entertainment
Security Personnel	Security
Signage	Marketing
Signage Directional	Signage
Site Manager	Site Management
Site Map	Map
Speakers	Entertainment
Sponsors - Contract	Sponsorship & Grants
Sponsors - Distribute	Sponsorship & Grants
Sponsors - Follow Up	Sponsorship & Grants
Sponsors - Identify potential	Sponsorship & Grants
Sponsors - Logo & Payment	Sponsorship & Grants
Sponsors - Prospectus	Sponsorship & Grants
Sponsors - Servicing	Sponsorship & Grants

Stage/ dance floor	Infrastructure
Sullage	Waste Mgmt
Suppliers	Briefs
Suppliers Public Liability Insurance	Insurance
Tables, chairs, umbrellas	Infrastructure
To discuss at next meeting	Internal
Toilets	Infrastructure
Toilets - Pumpout	Waste Mgmt
Tourism Bodies	Partners
Traffic Personnel/ Road Restrictions	Traffic Mgt
T-shirts	Merchandise
Volunteers	On site
Waste Mgmt/ Bins/ Personnel	Waste Mgmt
Website	Marketing

Its always handy to record all contact details for event suppliers as well if your event becomes an annual thing you will refer to these docuemnts regularly and also offers seamless handover when you are ready to pass the reigns. It also allows you to record comments over expenditure etc which you will accommodate in your next application.

1	Item	Category	Supplier	Contact	Phone	Email	Facts	Quote	Dump-in Date	Dump-in time	Status	F/u date	Details - Follow Up
2	APRA	Applications							2/8/17		A	2/8/17	
3	Wine - Bar	Stallholders							3/8/17		A	3/8/17	
4	Budget Update	Budget							4/8/17		A	4/8/17	
5	Glasses	Merchandise							5/8/17		A	5/8/17	
6	Site Manager #2	Site Management							6/8/17		A	6/8/17	
7	Toilets	Infrastructure							7/8/17		A	7/8/17	

Theres plenty of online Project Management tools available to assist with budgets and events, but we stress do what works for your organisation and most of all keep it simple!!

Share the load involve as many people as you can knowledge is power find people with a passion for finance and budgeting will come easy to your organisation.

This document is intended to guide you to start your own budget process.

GOOD LUCK!!