

Community Funding Program: Budget Template

For this example, the project is for 10 coaches from ABC Sports Club to complete a coaching accreditation course. Upon completion of the course, each coach will be given a coaching kit, donated from a local sports store. The total amount of funding the club will request from the City for this project is \$1,800.00, excluding GST.

Expenditure of City Funds

Item Description	Amount	Quotes
List the items you will be purchasing using City funding only. There is no need to calculate the total expenditure; the application software will do this for you.	Amounts must NOT include GST.	Quotes are required for all expenditure items using City funds. One written quote is required for any good or service over the value of \$500, and two written quotes for any good or service over \$2,000. Amounts must NOT include GST.
Beginner coaching course registration x 5	\$750.00	Attached: Quote from Best Sports Coach Company
Intermediate coaching Course registration x 5	\$750.00	Attached: Quote from Best Sports Coach Company
Venue hire for coaching courses (8 hours in total)	\$300.00	Attached: Screenshot of hourly rate of meeting room hire from venue website

Expenditure of Other Funds

Item Description	Funded by	Amount
List the items you will be purchasing using other funds. There is no need to calculate the total expenditure; the application software will do this for you.	Who is funding this item? It may be your organisation, another funding body, or it may be donated to your project from another organisation / individual.	Quotes are not required for these items. If you don't know the value of these items, please include an estimate. Amounts must NOT include GST.
Catering for coaching courses	ABC Sports Club	\$100.00
Coaching kits (includes whistle, whiteboard and training cones) x 10	XYZ Sporting Goods Company	\$500.00

For this example, the project is for ABC Art Group to host five art workshops that will help build the skills of participants and reduce social isolation. The project will conclude with a public exhibition event to showcase the works. The group will be hiring a workshop space to run each session and will commission a local artist to facilitate the sessions. A local art gallery has agreed to showcase the exhibition free of charge, waiving its usual fee of \$500. The total amount of funding the club will request from the City for this project is \$4,300.00, excluding GST.

Expenditure of City Funds

Item Description	Amount	Quotes
List the items you will be purchasing using City funding only.	Amounts must NOT include GST.	Quotes are required for all expenditure items using City funds.
Artist facilitator fee	\$2,500.00	Attached: Quote from Artist A, Attached: Quote from Artist B (value over \$2,000 = two quotes required)
Venue hire for workshops (20 hours total)	\$600.00	Attached: Screenshot of hourly rate of meeting room hire from venue website
Catering for workshops	\$300.00	N/A (Value under \$500 = no quote required)
Exhibition catering and refreshments	\$400.00	N/A (Value under \$500 = no quote required)
Exhibition equipment hire (display boards and easels)	\$500.00	Attached: Quote from catering company

Expenditure of Other Funds

Item Description	Funded by	Amount
List the items you will be purchasing using other funds.	Who is funding this item?	Amounts must NOT include GST.
Art equipment (easels, paints, brushes, cleaning products and personal protective equipment)	ABC Art Group	\$1,000.00
Exhibition venue hire	XYZ Art Gallery	\$500.00