Aboriginal Affairs NSW 2022 - 2023 Cultural Grants Program

Tips for preparing your project budget

As part of your grant application, you are required to provide a detailed budget on what the grant money will be used for. The budget will include:

**Income** - All funding that will contribute to the project

**Expenditure** - Cost of all the items required for the project.

Budget Checklist

[ ]  Project Plan – Plan so you know everything that you need for your project

[ ]  Quotes – Obtain quotes and attach to your application

[ ]  Details – Provide clear details for each item on separate lines

[ ]  Funding – Include all forms of funding contributing to your project

[ ]  Amounts – Provide exact amounts for each item

[ ]  Total – The total income and expenditure should be equal

\*The more detail you provide the better. Lack of information may delay the assessment process or even mean your application is declined.

Budget Example

**Income** identifies all funding sources

**Expenditure** breaks down all project costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **Amount ($)** | **Expenditure**  | **Amount ($)** |
| AANSW Grant | $8,000 | Aboriginal Dancers | $1,000 |
|  |  | Welcome to Country and Smoking | $700 |
|  |  | Transport – bus hire for 60 people | $600 |
|  |  | Catering 200 people @ $20 each  | $4000 |
|  |  | Marketing – printing and flyers | $1,000 |
|  |  | COVID PPE  | $700 |
| Organisation Contribution  | $3,000 | Workshop facilitators 3 people @ $500 each | $1,500 |
|  |  | Children’s activities materials (paints, brushes, art and crafts) | $1,500 |
|  |  |  |  |
|  |  |  |  |
| **TOTAL Income:** | $11,000 | **Total Expenditure:** | $11,000 |

**Total Income & Total Expenditure are equal**