

## Aboriginal Affairs NSW 2023-2024 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	\$4,000
		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,	\$1,500
<b>TOTAL Income:</b>	<b>\$11,000</b>	<b>Total Expenditure:</b>	<b>\$11,000</b>

Total Income & Total Expenditure are equal