

COMMUNITY IMPACT GRANT PROGRAM 2017/2018

BUDGET INFORMATION

- Maximum amount that can be applied for is **\$10,000**
- Items requesting funding must be supported with quotes that indicate if GST is included
- Calculate in-kind volunteer hours at **\$30** per hour

Filling out the Budget:

See following example:

Item of Activity	Total Cost of Project	Contribution from Organisation	Funding Requested Amount – Exclusive of GST	GST Amount	Funding Requested Amount - Inclusive of GST
A	B	C	D1	D2	E
Eg; Laptop Purchase	\$1,200	0	\$1,090.91	\$109.09	\$1,200
Eg: Monitor Purchase	\$440	\$220	\$200.00	\$20.00	\$220.00
10 Hours Install Software (10 hours x \$30 per hour)	\$300	\$300			
Totals	\$1,940	\$520	\$1,290.91	\$129.09	\$1,420

Legend:

- (a) Details of individual purchase items or activities
- (b) Total cost of the project (B = C + E)
- (c) Your organisations total contribution (*including any GST*) to the individual purchase item or activity i.e. *the amount your organisation is contributing to the project*
- (d1) Net amount (excluding any GST) of the individual purchase item or activity – *this amount will be on the quote from the supplier*
- (d2) The GST amount (if applicable) on the individual purchase item or activity – *this amount will be on the quote from the supplier*
- (e) Total amount required (including any GST) on the individual purchase item or activity – *this amount will be on the quote from the supplier*

The budget columns will automatically total the amounts in the application form.

If you need further assistance to complete the budget contact Engaged Communities on 5320 5746

Quotes:

Quotes are required for any funding amount requested.

Supplier Quotes should include:

- Australian Business Number (ABN)
- Breakdown of cost (i.e. separate the item cost and the GST)
- Description of items quoted
- Date

See example of a quote below, not all quotes will look like this however they should provide the same information.

If you are unsure that the quote provided doesn't give you the information you requested, contact the supplier to discuss.



1 August 2017

Computer Supplies 4 You

0000 Black Street, Ballarat VIC 3350

QUOTE

ABN: 00 111 222 333

Description of Item	Amount (<u>ex</u> GST)	GST	Amount (<u>inc</u> GST)
Lap Top	\$1,090.91	\$109.09	\$1,200.00
Monitor	\$400.00	\$40.00	\$440.00
	Totals: \$1,490.91	\$149.09	\$1,640

Terms: Quote valid for 30 days