



COMMUNITY PARTNERSHIP GRANTS 2022-2025

COMMUNITY
GRANTS



Everything you need to know about applying for a Community Partnership Grant

The Community Grants Program provides a framework for Manningham Council to fund a range of activities. The aim of these activities is to achieve positive outcomes for the community and align with key Council plans and strategies.

These Guidelines describe how groups and organisations can access funding from Council for activities that have a direct benefit to the people who live, work or recreate in Manningham.

To apply for a Community Partnership Grant, please follow these steps:

1. Learn more about the [Community Partnership Grants priority outcomes and funding details](#) to make sure that your program is suitable for this grant (page 3)
2. [Check out the eligibility criteria](#) to ensure that your organisation is able to apply
3. [View our strategic documents and council plans](#). Remember that your application needs to align with Council's plans
4. [Learn the steps involved in applying for a grant](#) and understand all the information you will need to provide
5. [Read the assessment criteria](#) so you know what our Community Grants team is looking for in your application
6. Complete the application checklist to make sure you have all the information you need ready to fill out an application
7. View the [Terms & Conditions and Glossary](#)
8. [View the sample Project Plan, Evaluation Framework and Budget templates](#) (pages 12 – 17)
9. Speak to a member of our Community Grants team prior to submitting an application or for assistance contact the Grants Team on 9840 9333 or by email: grants@manningham.vic.gov.au
10. Complete and submit your application on SmartyGrants: <https://manningham.smartygrants.com.au/>

Community Partnership Grants – 2022 – 2025 – Key Dates

Grants Open	Monday 16 August 2021
Grants Close	Monday 27 September 2021
Assessment of Applications	October - November 2021
Recommendations considered by Council	December 2021
Applicants Notified	January 2022

Information Sessions and Grant Writing Workshop

Community Partnership Grant Information Session (face to face, restrictions permitting)	Wednesday 18 August 2021, 10.00am - 11.30am or 6.30pm – 8.00pm
Community Partnership Grant Information Session (via Zoom)	Thursday 19 August 2021, 10.00am - 11.30am or 6.30pm – 8.00pm
Grant Writing Workshop (face to face, restrictions permitting)	Wednesday 25 August 2021, 6.30pm – 8.00pm or Thursday 26 August 2021, 10.00am - 11.30am
Grant Writing Workshop (via Zoom)	Wednesday 25 August 2021, 10.00am - 11.30am or Thursday 26 August 2021, 6.30pm – 8.00pm

To book into any of the above sessions or to find out more about upcoming events visit:

<https://www.manningham.vic.gov.au/community-training-program>.

1. Community Partnership Grant Guidelines

1.1. Community Partnership Grants

Community Partnership Grant funding is available for between one to four years to not-for-profit or community organisations operating in Manningham to achieve longer term community and cultural development outcomes.

The Community Partnership Grant funds strategic partnerships through activities and programs that respond to the priorities and directions in the Council Plan 2021-2025 and Health and Wellbeing Strategy 2021-2025.

Applications are invited from established, experienced and relevant organisations to deliver services where there is a clearly demonstrated need. Proposed activities cannot be a duplication of existing activities and cannot be the core responsibility of State or Federal governments. See Section 2.3 (page 6) for full details.

1.1.1. Objectives

Community Partnership Grants aim to:

- Strengthen community connections and a sense of belonging through cultural and social inclusion
- Enhance the health and wellbeing of the Manningham community
- Provide affordable community programs by specialist groups or organisations in response to demonstrated community needs or service gaps
- Support a safer and more resilient community
- Encourage collaboration between Council, groups and organisations for the benefit of the community.

1.1.2. Priority Outcomes

High level indicators have been selected from both the Council Plan and Health and Wellbeing Strategy.

Applications are sought that deliver outcomes on the following priorities:

- Youth Mental Health
- Climate Change Adaptation
- Reconciliation
- Prevention of Family Violence
- Legal Services to Support at Risk Residents
- Improved Social and Emotional Wellbeing
- Increased Active Living
- Increased Connection to and Engagement in Community Life
- Access to Healthy Eating
- Reduced Injury and Harm

Community Partnership Grant applicants must demonstrate how the activity will achieve **at least one to three (maximum)** grant priority outcomes listed above to be eligible for funding.

1.1.3. Funding details

Allocation	Funding up to \$50,000 per year to a total of \$200,000 over 4 years. Allocations can be up to four (4) years.
Timing	There is one Community Partnership Grant funding round every four years Applications open Monday 16 August 2021 and close on Monday 27 September 2021
Funding announcements	Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement (FASA). Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

1.1.4. What types of outcomes might be funded?

Applications for activities, initiatives or programs should be developed in such a way to be able to measure the benefits of the activity to our community. These measures will help deliver the priority outcomes that are articulated in the Council Plan and the Health and Wellbeing Strategy.

Example Priority Outcome measures are listed below.

- **Youth Mental Health**
Activities that support enhanced mental health for young people aged 10-25 years. The outcomes will be measurable and might include, for example:
 - Reduction in psychological distress in adolescents
 - Increased number of adolescents with high levels of resilience
- **Climate Change Adaptation**
Activities that support resilience to climate change and the current and future impacts on the health of our community, for example:
 - Increase in the number of people who feel resilient towards the impacts of climate change
- **Reconciliation**
Activities that support reconciliation for all Aboriginal and Torres Strait Islanders, for example:
 - Increase in understanding and respect for aboriginal cultures, histories, knowledge and rights
- **Prevention of Family Violence**
Activities that support residents to feel safe and protected from risks to personal safety and harm from other people, for example:
 - Increase in the number of adults who are prepared to intervene in a situation of domestic violence
- **Legal Services to Support at Risk Residents**
Activities that support access to free and low cost legal support in Manningham for at risk residents, for example:
 - Increase in accessibility to legal services and support for at risk residents
- **Improved Social and Emotional Wellbeing**
Activities that support people's ability to connect with friends and family, work productively and contribute to their community, cope with the stresses of life and feel safe and included in their community, for example:
 - Reduction psychological distress in older adults and adults
 - Reduction in the number of people who die by suicide
- **Increased Active Living**
Activities that supports access to affordable, accessible, safe and inclusive activities which will help to improve individual and community health and wellbeing, for example:
 - Increase in physical activity for older adults, adults, adolescents and children
- **Increased Connection to and Engagement in Community Life**
Activities that support people to feel welcomed, valued and that they belong, for example:
 - Increase in older adults, adults, adolescents and children who participate in community life
 - Increase in attendance to arts and cultural activities by older adults, adults and adolescents
- **Access to Healthy Eating**
Activities that support access to healthy and affordable food and encourage healthy eating behaviours, for example:
 - Increase in access to healthy food for adults and children who ran out of food and could not afford to buy more
- **Reduced Injury and Harm**
Activities that support increased community awareness of the risks of engaging in harmful behaviour and working to create inclusive environments that support people in our community to feel safe and welcomed, for example:
 - Reduction in the number of hospitalisation rates due to fall in older adults
 - Reduction in number of adults and adolescents using illicit drugs
 - Reduction in consumption of alcohol
 - Increased education on the impact of gambling to at risk residents

There are a range of other measures included in both the Council Plan and Health and Wellbeing Strategy. Applications can address these or other appropriate measures.

2. Eligibility: Who can apply for a grant?

Pre-eligibility assessment is conducted on all applications. At this stage of the assessment process, any ineligible applications will be removed.

Grant applications must be from:

- A not-for-profit constituted body such as an Incorporated Association or a Company by Limited Guarantee, or
- Supported / partnered (auspiced) by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity, or
- A school. Schools are encouraged to partner with community groups for activities that benefit the wider community.

In addition to the above criteria, organisations must also:

- Be located or deliver activities within the City of Manningham to Manningham residents
- Have appropriate insurance
- Meet all legislative requirements related to the funded activity. For example, if the funded activity involves contact with children, a Working with Children Check for organisers would be required
- Have no outstanding debts to Council
- Provide an Incorporation Number
- Provide an ABN or completed Statement by Supplier form
- Complete a Project Plan (example pages 12 and 13)
- Provide a completed Evaluation Framework (example pages 14 and 15)
- Provide written quotes for all expenditure items over \$1000 that are essential for the delivery of the activity
- Apply before the closing date. Late applications will not be accepted under any circumstances.

What does "Auspice" mean?

If a not-for-profit organisation is not incorporated or has limited organisational capacity, another eligible organisation can auspice on their behalf. In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicating organisation that confirms the arrangement, must be submitted with the grant application form.

2.1. Who is not eligible to apply?

Applicants will not be eligible for funding if they are:

- An individual
- A community organisation that is not incorporated, unless they partner with a not-for-profit incorporated organisation ("auspice")
- A commercial organisation.

What is an "Incorporated Association"?

Being incorporated refers to an organisation that has a legal identity of its own, recognised by State and Federal Government and is separate and distinct from the individuals who form the group. For more information visit www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations

2.3. What will not be funded?

Applications will not receive funding if sought for equipment or activities that:

- Are inconsistent with Council priorities or Community Grant Program objectives
- Are the responsibility of other tiers of government (e.g. State, Federal)
- Have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)
- Have a religious or political purpose which seeks to promote core beliefs
- Duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- Items which would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration
- Are funded through other Council programs or activities, including grants and sponsorship programs
- Are Council owned and run
- Provide catering, unless demonstrated that it is part of the core delivery of the activity
- Offer social outings and gatherings, unless it can be demonstrated it is a core part of the activity delivery
- Seek conference sponsorship i.e. financial or technical support
- Seek debt payment support
- Support grant giving or fundraising programs
- Are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- Are for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar)
- Are for building amenity improvements
- Are listed as a sports club responsibility as set out in Council's Outdoor Sports Infrastructure Guidelines www.manningham.vic.gov.au/find-a-sporting-venue

Please note: Council owned kindergartens / child care centres / playgroups / toy libraries can apply to the Minor Capital Works Funding Program to request small refurbishments for building or playground works. For more information contact the Community Facilities Project Officer on 9840 9333.

3. How to apply

3.1. Application Process



3.2. Help with your application

Before applying for a grant, we suggest that a project proposal be developed outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.

Applicants are required to discuss their proposal with Council's Grants team before completing an application.

Council's Grants Team is available to provide support to groups and organisation that require assistance with their grant application including advice on the proposal, how to apply online (SmartyGrants) or to request assistance with a translator/ interpreter is also available. A Chinese language application form is available.

Contact the Grant Team on 9840 9333 or by email: grants@manningham.vic.gov.au

Organisations are also encouraged to attend Grant Information Sessions and training opportunities. For bookings, or to find out more about upcoming events, visit www.manningham.vic.gov.au/community-training-program

3.3. Assessment Criteria for Community Partnership Grants

Community Partnership Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100 per cent.

Assessment Criteria	What responses you should include in your application	Criteria weighting
What is the activity you are applying for and how will it achieve the priority outcome/s identified?	Provide a clear description of the activity you are seeking funding for and its objectives.	Required
	Describe how the activity will align to the identified priority outcomes, to a maximum of three (3).	15 per cent
	Include details about the proposed short or medium term impacts of the activity (the desired medium-term and end results). Measures should be reflected in the Evaluation Framework.	10 per cent
	Include a description of how the activity is informed by best practice and/or incorporates innovative practices.	5 per cent
		Total 30 per cent
Why is the activity needed?	Provide a clear description of the community need, issue or opportunity that your activity is responding to.	10 per cent
	Include specific information that supports your application, such as demographic data, letters of support, feedback from a community consultation, previous evaluations community plans, reports or strategies.	5 per cent
		Total 15 per cent
Who will benefit from the activity?	Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the activity. (e.g. socially isolated, vulnerable, disadvantaged, older residents, intergenerational, diverse)	10 per cent
	Include the estimated percentage and number of Manningham participants in the program activities.	10 per cent
		Total 20 per cent
How will the funded activity be managed and delivered over the funding period?	Provide an overview of your group/organisations capacity to deliver the activity. This must include information regarding your organisations experience in effectively delivering and marketing similar initiatives including details of the responsible project manager.	10 per cent
	Describe how your proposal provides value for money. Include volunteer contribution, in-kind, cash, other funding sources and donations.	15 per cent
	Provide information about the groups and/or organisations you will partner or engage with for the delivery of the activity and their role/s. Could include support, expert advice or delivery of elements of the project.	5 per cent
	Include details about how the program will be sustainable beyond the four year funding cycle.	5 per cent
		Total 35 per cent

Project Plan and Evaluation Framework	<p>A detailed Project Plan is required. The Plan should list the key tasks, responsible person/s and timeframes to complete the project</p> <p>Complete the Evaluation Framework listing the objectives, outcomes, timelines and measure of success.</p> <p>Include alignment to the Priority Outcome Measures you will use to show impact of the program or activity.</p>	Required
Budget	<p>A budget should be prepared for the full funded period of the program or activity.</p> <p>Ensure your budget reflects the scope of the activity, must include all expenditure and income contributions include any financial and in-kind assistance from your group/organisation and activity partner/s.</p> <p>All expenditure items over \$1,000 will require a quote (see 3.7).</p> <p>Subject to the nature of the application, Council may require written estimates for all proposed expenditure or additional quotations for budget items.</p> <p>Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 will be considered favourably.</p>	Required

3.4. Project Plan

A completed Project Plan is required.

Failure to provide a Project Plan may result in your application being deemed ineligible.

If your application is successful, the plan will form part of your Funding and Service Agreement (FASA).

The Project Plan guides the management and implementation of your activity and includes answers to questions such as:

- What key tasks must be completed to successfully deliver the activity?
- Who will be responsible for delivering the activity?
- When should the task be completed by?

A Project Plan template is included in the SmartyGrants application form. A first year sample Project Plan is available in Appendix A – Project Plan Examples on pages 12 - 13.

3.5. Evaluation Framework

A completed Evaluation Framework is required.

Evaluation is important because it enables organisations to plan for specific program and activity outcomes and to measure how well the activity was delivered and whether it achieved what it set out to do.

The Evaluation Framework template is available in the SmartyGrants application form. A first year sample Evaluation Framework is available in Appendix B – Evaluation Framework Examples on pages 14 - 15.

Failure to provide an Evaluation Framework with your application may result in your application being deemed ineligible.

3.6. Budget and quotes for budgeted expenses

Your budget should reflect the scope of your activity and include all income and expenditure for each year you are seeking funding up to four (4) years that relate specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, **the Total Income and Total Expenditure must be equal.**

3.6.1. Income

You must provide all income contributions, both financial and in-kind, related to your activity.

For example:

- Your organisation's financial contribution
- Your organisation's "in-kind" contribution
- The grant amount you are seeking from Manningham Council
- Grants you are seeking from other funding bodies
- Sponsorship, donations or other funding

What is "in-kind" contribution?

An in-kind contribution is when an organisation contributes goods or services in-lieu of providing funds (cash). For example, volunteers hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contributions must have a \$ value, for example the estimated value of volunteer time is \$41 per hour.

Applicants who provide evidence of in-kind and / or financial contributions will be considered more favourably.

3.6.2. Expenditure and quotes

Quotes are mandatory for all expenditure items over \$1000. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a provider. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is available in on pages 16 – 17.

Applications that include formal estimates/quotation for specific goods or services that are below \$1,000 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure.

3.6.3. GST status

Organisations must indicate their GST status in their application.

Successful organisations with an ABN that are not registered for GST, will receive their grant without GST.

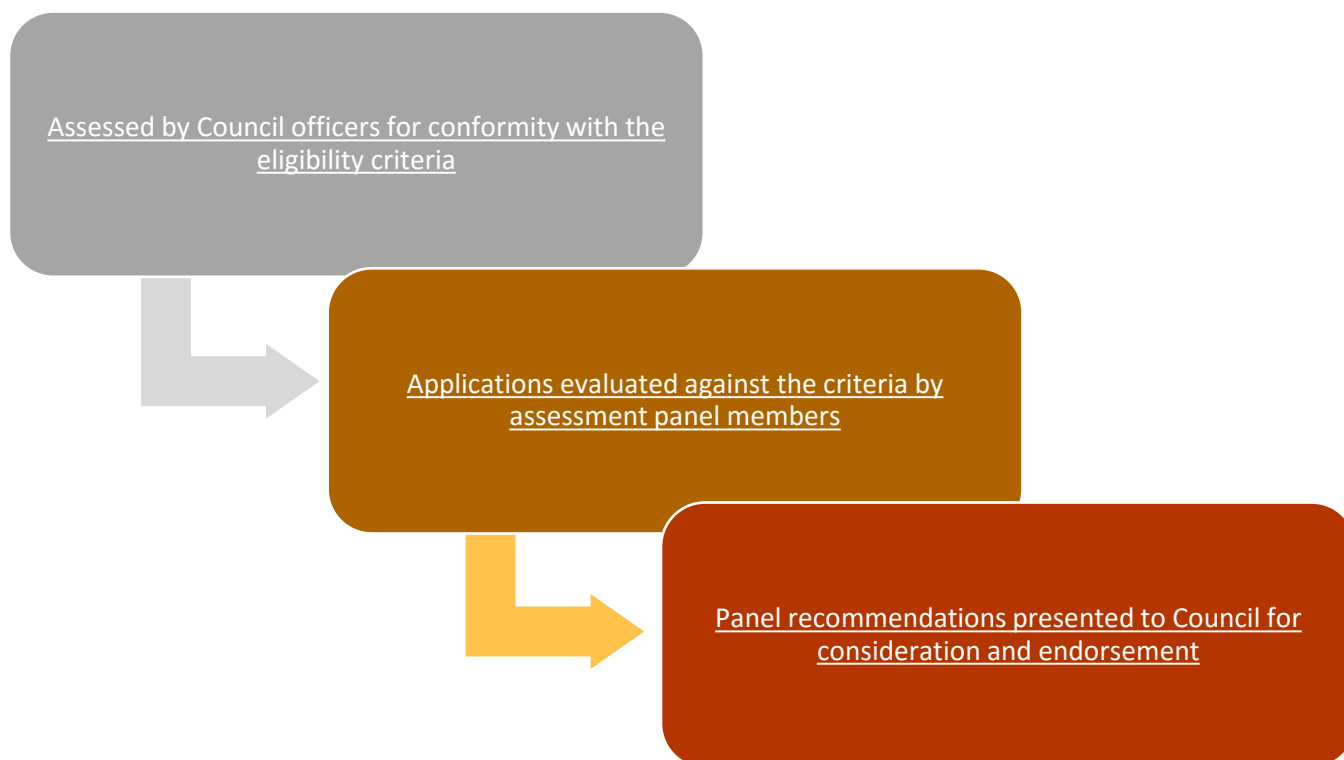
Successful organisations with an ABN and are registered for GST, will be required to complete an Agreement for Issuing Recipient Created Tax Invoices (RCTI). You will receive the grant amount plus 10% GST.

4. Assessment process:

Community Partnership Grant applications will be assessed against the program objectives and assessment criteria and will also consider the following:

- the alignment of the application with Council’s Priority Outcome/s;
- the proposed community benefit derived from the program or initiative;
- an organisation’s ability to successfully deliver the community outcome over time.

All applications will, at a minimum, proceed through the following process:



To assist with decision making, applicants may be asked to provide additional information during the assessment process. Applications written in Chinese language will be translated at Council’s cost for assessment.

4.1.1. Notification process

Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement (FASA).

Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

A list of successful applicants will be published on Council’s website approximately one month after all applicants have been notified of the outcome of their application. This information can be found at

www.manningham.vic.gov.au/community-grant-program

5. Appendices

5.1. Appendix A – Project Plan Examples

Project Plan example 1- Event – Year 1

Anticipated Project Start Date: February 2022 **Anticipated Project End Date: December 2025**

Key tasks <i>List key tasks in order that they will be completed</i>		Person responsible <i>List who will be responsible for the completion of the task</i>	What will show that you have completed the task? <i>List the key outputs</i>	Date to be completed by
1.	Establish project committee	Project Officer	Project committee established Terms of Reference adopted Meeting agenda and minutes prepared and documented	February 2022
2.	Finalise activity objectives, objectives and evaluation measures	Committee Chair	Activity objectives and evaluation measures confirmed	March 2022
3.	Confirm activity milestones including performances	Project Officer	Activity milestone endorsed by Committee, noted in Minutes	April 2022
4.	Engage young people and mentors to participate in the activity	Project Officer and activity partners	Engagement of young people Production and performance roles assigned to participants Mentors paired with participants	May 2022
5.	Confirm venues for rehearsal and final performance	Project Officer	Location booked	May 2022
6.	Finalise and launch Marketing Plan	Project Officer and activity participants (young people and mentors)	Events and Marketing Plan developed and launched	July 2022
7.	Deliver Festival	Activity committee and participants	Festival delivered over long weekend	August 2022
8.	Evaluate activity and submit Activity Completion Report	Project Officer	Annual Activity Completion Report submitted via SmartyGrants	February 2023

Project Plan example 2 – Activity – Year 1

Anticipated Project Start Date: February 2022

Anticipated Project End Date: December 2025

Key tasks <i>List key tasks in order that they will be completed</i>		Person responsible <i>List who will be responsible for the completion of the task</i>	What will show that you have completed the task? <i>List the key outputs</i>	Date to be completed by
1.	Establish an Advisory Committee to provide guidance for the duration of the activity	Funded organisation program manager	Project committee formed and includes family and carer representatives Terms of Reference adopted	February 2022
2.	Prepare activity content and finalise project plan	Funded organisation program manager Advisory Committee members	Activity purpose reviewed and project plan finalised	March 2022
3.	Book venues and facilitators	Funded organisation program manager Project partners	Stakeholder consultation venues and facilitators confirmed	March 2022
4.	Create promotional material and distribute to partners and interested organisations	Funded organisation program manager	Promotional material drafted and submitted to Council for approval Promotional material distributed via networks	March 2022
5.	Host stakeholder consultation forums and evaluate sessions	Funded organisation program manager Project partners	Consultation sessions delivered and evaluated Consultation findings documented	March 2022
6.	Develop draft resources and present to the Advisory Committee	Funded organisation program manager Project partners Advisory Committee members	Draft resources developed and presented to the Advisory Committee	April 2022
7.	Finalise resources and host community launch event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders Launch event held	April 2022
8.	Deliver full program	Funded organisation program manager, Facilitators, Advisory Committee members	Run the program and associated activities	April – November 2022
9.	Evaluate annual activity	Funded organisation program manager Advisory Committee members	Pilot activity evaluated and findings presented to the Advisory Committee with recommendations regarding next steps	November 2022
10.	Submit grant funding Activity Completion Report and acquit the grant	Funded organisation program manager	Annual Activity Completion Report submitted via SmartyGrants	February 2023

5.2. Appendix B - Evaluation Framework Examples

Evaluation Framework example 1 – Event – Year 1

Project / program objectives <i>List the objectives of the activity below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Measure or Indicator List how you will measure the outcome(s) of your activity	Timeline <i>When will the outcome(s) be delivered?</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
<p>Increased Connection to and Engagement in Community Life</p> <p>Climate Change Adaptation</p>	<p>Project committee established</p> <p>Objectives and evaluation measures finalised</p> <p>Young people and mentors are engaged in the project</p> <p>Event permits developed and approved, along with all necessary bookings</p> <p>Marketing plan development and implemented</p> <p>Event delivered successfully</p>	<p>Increase in adults, adolescents and children who participate in community life</p> <ul style="list-style-type: none"> • Number of Committee and event volunteers • Number of performers and community stalls and activities • Attendees to the event/s <p>Increase in the number of people who feel resilient towards the impacts of climate change</p> <ul style="list-style-type: none"> • Attendees at climate related workshops and activities • Number of attendees sign up to programs • Survey of impact on attendees 	<p>February 2022</p> <p>April 2022</p> <p>February 2022</p> <p>March 2022</p> <p>July 2022</p> <p>August 2022</p>	

Evaluation Framework example 2 – Activity

Project / program objectives <i>List the objectives of the activity below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Measure or Indicator <i>List how you will measure the outcome(s) of your activity</i>	Timeline <i>When will the outcome(s) to be delivered</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
<p>Improved Social and Emotional Wellbeing</p> <p>Increased Active Living</p>	<p>Project committee formed and includes family and carer representatives</p> <p>Project Plan finalised</p> <p>Promotional material developed and distributed to the community</p> <p>Consultation sessions hosted and evaluated</p> <p>Resources are developed and distributed</p> <p>Launch event held</p>	<p>Reduction psychological distress in adults</p> <ul style="list-style-type: none"> • Number of programs and activities • Attendees to the events • Survey of impact on attendees <p>Increase in physical activity for adults, adolescents and children</p> <ul style="list-style-type: none"> • Number of programs and activities • Attendees to the events • Survey of impact on attendees 	<p>February 2022</p> <p>April 2022</p> <p>February 2022</p> <p>March 2022</p> <p>July 2022</p> <p>August 2022</p> <p>October 2022</p> <p>December 2022</p>	

Note. An Evaluation Framework template is available online in the application form for Community Development and Arts and Culture grant applicants.

5.3. Appendix C – Budget Examples

Budget example 1 – Event

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution What is your organisations budget for the activity?	\$10,000 (CF)
Amount you are seeking from Manningham Council If registered for GST, don't add GST here, we will do so if you are successful.	\$25,000 (UF)
Stall holder site fees e.g. \$50 x 30 tickets	\$1,500 (UF)
Other (please detail) Please detail any other types of funding here. This could include a fundraising activity (example: chocolate drive), or contributions from a partnering organisation.	\$5,000 (CF)
Your organisation's in-kind contribution What is your organisations in-kind contribution to the activity?	\$4,100 (CF)
Total Income (A)	\$45,600

Expenditure	Amount
Project Facilitator / Manager Example: theatre production manager @ \$40/hr x 120hrs (includes script writing, set design, casting, ticket sales, staff and venue liaison, etc.) Note: ongoing salaries are not eligible	\$ 4,800
Project Workers (please detail) Example: drama teacher for workshops @ \$35/hr x 120 hrs (includes drama workshops – 16 x 2 hrs, rehearsals and performance night support)	\$ 4,200
Materials (please detail) Example: stage, lights and sound \$12,000	\$12,000
Insurance e.g. public liability	\$1,700
Equipment hire / purchase (please detail) Example: marquees and road barriers	\$6,000
Traffic Management / Security Example: TMP creation and implementation	\$5,000
Advertising and Promotion example: fliers and posters (all other will be free publicity)	\$2,500
Entertainment example: major act	\$ 5,000
Other (please detail) example: copyright for use of music	\$ 300
In-kind example three volunteers @ \$41 for 100 hours	\$4,100
Total Expenditure (B)	\$45,600

Note: Income (A) and Expenditure (B) must balance.

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

Budget example 2 – Activity

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution What is your organisations budget for the activity?	\$ 3,700 (CF)
Amount you are seeking from Manningham Council If registered for GST, don't add GST here, we will do so if you are successful.	\$ 7,250 (UF)
Other funding Have you received other grants for the project? If so, please provide details. Bendigo Bank	\$ 1,500 (CF)
Other (please detail) Please detail any other types of funding here. This could include a fundraising activity (e.g. chocolate drive), or contributions from a partnering organisation.	\$ 2,650 (CF)
Your organisation's in-kind contribution What is your organisations in-kind contribution to the activity?	\$ 4,510 (CF)
Total Income (A)	\$ 19,610

Expenditure	Amount
Facilitator / Guest Speakers	\$ 4,400
Project Coordination (please detail) Example: facilitator for workshops @ \$50/hr x 70 hrs (includes consultations – 16 x 2 hrs, project launch and evaluation sessions)	\$ 3,500
Project Materials (please detail) Example: promotion and marketing, printing of activity resources, general office expenses	\$ 3,500
Venue Hire Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding	\$ 2,200
Catering Example: for stakeholder consultations and activity launch	\$ 1,500
In-kind Example: two volunteers @ \$41 for 55 hours; office overhead expenses	\$ 4,590
Total Expenditure (B)	\$ 19,610

Note: Income (A) and Expenditure (B) must balance.

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No