

Sample Budget

Budget tips

- ✘ Your budget should list all the costs/expenses that you will have to pay to complete your project.
- ✘ A good budget is detailed and links to the project plan/proposal.
- ✘ If your organisation is GST registered, all requested amounts must be GST exclusive and rounded to the nearest dollar.
- ✘ If your organisation is not GST registered, all requested amounts must be GST inclusive.

Below is an example of a project budget for the delivery of four one-day workshops.

Project Expenses	\$
Venue Hire x 4 days	1,600
Facilitator costs x 2 for 4 days	8,000
Catering costs	1,600
Project management costs	1,200
Workshop resources	1,400
Domestic travel Costs	2,000
Admin costs	600
Evaluation costs	600
Total Expenses	\$17,000

