

Budget Sample

Here is a sample to guide you constructing a budget request.

Please remember a few things:

- Specify clearly how the City of Melville will contribute towards the project. For example: highlight
- Add in-kind items. For example, what your organisation will be contributing towards
- Always remember: **Total Income = Total Expenses**

Income	Confirmed?	Amount \$	Expenditure	Amount \$
Financials				
City of Melville	No	\$7000	Professional fees	\$1000
Your Organisation	Yes	\$2000	Venue Hire	\$2000
			Advertising	\$1500
			Postage	\$ 200
			Materials	\$1500
			Insurance	\$ 500
			Stage and Sound	\$1500
			Hire of Equipment	\$ 800
Total		\$9000	Total	\$9000

In accordance with the Community Partnership Funding Guidelines, the City of Melville will **not fund** the following:

- Recurrent operating or maintenance costs for the day-to-day operations of the organisation
- Capital or equipment purchases above \$1,200
- Fundraising activities or events
- Liquor licensing or purchases of alcohol or gifts/prizes
- Travel and accommodation expenses
- Salaries and wages
- Projects/activities that have already started or been completed or for costs that have already been incurred

Please refer to the program Guidelines for the full list.