

## Project Budget Example

Below is an example of a project budget that could be attached to a funding application.

### Income

For this project only, the budget should show where you will receive income. This should include any funds you already have in your bank account allocated towards this project (not your whole bank balance). It should also include potential sources of funding from other funders, sponsors or gifts/ services in kind (donated goods).

### Applications to other funders

If you have made an application to another funder (example Trust Waikato), include the funder in your budget and put "pending" beside the name of the funder if there is no decision yet. If the grant has been confirmed put "confirmed". This indicates to HCC that you have made other applications.

### Expenses/Costs

List all the costs that you will have to pay to complete your project. If some of the costs are being donated or sponsored, show these as an expense but indicate (in brackets) how they are being paid for eg: Catering (sponsored).

### Shortfall

Your budget should show the shortfall (how much more you need) that you are seeking from HCC. In the example below, applications have been made to "Lottery" and "COGS" as shown in the income. This budget is being developed to attach to the HCC funding application. It shows a budget shortfall of \$2,100 which is the amount the group will request in their HCC Single Year Community Grant application.

## Society of Hardworkers Inc Community Workshops project

<b>Income</b>	<b>\$</b>
Funds in the bank for this project	1,500
Sponsorship - Catering (confirmed)	500
Fundraising (yet to complete)	200
Lottery Grant (confirmed)	1,500
COGS Grant (pending)	1,000
Donation - Workshop resources (confirmed)	200
<b>Total Income</b>	<b>4,900</b>
<b>Expenses</b>	<b>\$</b>
Venue hire – two days	500
Equipment hire – two days	300
Facilitation costs – 3 tutors	3,000
Catering (sponsored)	500
Volunteer costs (10 x parking, travel)	500
Advertising costs – printed media, radio	2,000
Workshop resources (pads, pens -donated)	200
<b>Total Expenses</b>	<b>7,000</b>
<b>Income less Expenses = Budget shortfall</b>	<b>-2,100</b>

See "Project Budget Template" link on the HCC application form to complete your budget for your application.