



Before you start

The budget template includes the following key elements and provided below are some examples of what may be included:

Income Source and Amount:

In this section, specify the **amount of funding you are requesting** through the Grants, along with any **additional income sources**, if applicable, that will support your proposed project. Other sources may include matching funds committed by your organisation or project partners, as well as in-kind contributions. If no additional income is anticipated, include only the amount requested from the Grants.

Examples: grants request, other Gov't funding, private sector funding, applicant contribution, partner org. contribution

Expenditure Item and Amount:

List all costs associated with your Proposal in this section. Include all relevant expenses necessary for the delivery of the project. For example, recruitment of research staff, stakeholder engagement, domestic travel and accommodation, promotional activities, dissemination of findings, and administrative costs.

Provide **detailed and transparent information**. For instance, instead of simply stating “*hire research assistant*”, specify: “*1 Research Assistant, 0.4 FTE for 1 year, Level 5, \$32,000*”.

Examples: staff expenses, stakeholder engagement, travel/accommodation, resource development, promotion/dissemination of findings

FY Expenditure:

This section requires you to specify the financial year(s) in which each expenditure item will be incurred.

Grant Funding Expenditure:



This section requires you to specify the portion of the expenditure amount that will be funded by the Grants. If the entire expenditure is to be covered by the Grants, then the Grant amount should match the expenditure amount. However, if the Grants will only partially fund the expenditure, please indicate only the amount that will be drawn from the Grant.

Total Income, Total Project Expenditure, and Total Grant Expenditure:

The totals will be the same if the Grants is the sole source of funding for the project. However, if other sources of income (financial or in-kind) are included, the total income must equal the total project expenditure. Additionally, the total grant expenditure must align with the amount of funding requested.

Budget Template

Income source	Income amount (excl. GST)	Expenditure item	Expenditure amount (excl. GST)	FY Expenditure (2025/26 FY or 2026/27 FY)	Grant funding expenditure

