

Cardinia Shire Council

Grants: Budgets and Acquittals

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Author, Bronwyn ward

Budget Income

Income:

- Grants
- Generated income (ticket sales, stall fees, art sales etc)
- Sponsorship (with or without advertising, reciprocal arrangements)
- Fundraising

In-kind income:

- Volunteer hours
- Donated goods/hires (venue usage, equipment, tables, chairs, etc)
- Donated services (graphic design, marketing & promotion, photographer etc)
- Discounts

Budget Expenditure

Risk management

Examples: traffic, first aid, security, insurance

Site costs

Examples: venue hire, toilets, staging

Marketing and Promotion

Examples: posters, programs, social media, print media, radio adverts

Administrative

Examples: licences, permits, evaluation

Entertainment

Examples: artists, performers, technical staff, event design

Materials and Equipment

Examples: Art supplies, tools, specialist equipment



Example Budget

Budget Tips

Income

Quotes, recent invoices, or email/letter agreement are all accepted as proof

Ticket sales: always budget for 35% of capacity as income

In—kind

Include discounts as in-kind support

If you borrow equipment or are provided a service free of charge that you do not know the cost of, provide an in-kind income from a comparable company

In kind volunteer hour calculator www.vic.gov.au/grants-understanding-kind-contributions

Expenses

Evaluation and documentation – make sure you budget for this

Pay artists and performers appropriate rates (see MEAA and NAVA)

MAKE SURE YOUR BUDGET REFLECTS YOUR PROJECT DESCRIPTION – if you say you are going to do something, but there is no budget line for it, it looks like poor planning. If you are getting it for free, then tell us.

Acquittals Made Easy

1. Start thinking about your acquittal when you are writing your application
2. Design ways of measuring outcomes and documenting your project
3. Create a timeline for when certain information needs to be collected
4. Allow time for good acquittal preparation



Acquittals: Best Practice

1. Creating an acquittal Budget
2. Presentation of evidence
3. Collating financial support documentation
4. Be strategic – how will this information be used to support future grant applications?



Additional Support

General enquiries

- If you have any questions in relation to the grant program or accessibility requirements, please contact the Cultural Development and Grants Officer on 03 5943 4936 or email arts@cardinia.vic.gov.au.

Smarty Grants technical assistance

- Please note, SmartyGrants is an independently run platform, if you experience technical issues with the SmartyGrants system, please contact them directly via emailservice@smartygrants.com.au or by calling 03 9320 6888 (Monday to Friday, 9am-5pm).