# Budgeting my project idea

*This is a guide to help you prepare your budget. Please note this list is not exhaustive and every project will be different. Read it with the guidelines.*

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| **Step 1: timeframes and activities** | To help you think about your project costs, work through each of the key stages of your project. These might be planning, delivery, evaluation and project close. |
| **Step 2: costs** | Next, think about the *direct* and *indirect* costs involved with each activity in each project stage. To help you, you can:* Talk to your partner organisation
* Call for quotes
* Compare notes with someone who has done a similar project.

Make sure you include GST. |
| **Direct costs** | Direct costs refer to the resources that are actually used on the project. This could include:* Project administration: refers to the overall management and administration costs to make your project happen. The guidelines specify that this can be up to 10% of your project budget for projects less than $100,000, and up to 15% for projects greater than $100,000. Make sure you discuss this with your partner organisation.
* **Specialist skills and services:** this could include payment for a trainer, teacher or trades people.
* **Supplies/permits/insurances:** this could include items or supplies used for the project, any special permits or licenses, any special insurances needed for venues or events.
* **Publications (print and online):** Printing publishing or copying brochures, invitations, reports, books, reprints, website or marketing materials.
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| **Indirect costs** | Think about any costs that are not so obvious, such as:* Internet data use
* Phone calls
* Fencing around construction sites
* Surveyor approvals.
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| **Step 3: contingency** | Even the best-planned projects experience unexpected challenges! Make sure you prepare for any surprise costs by including a contingency amount, which is usually 5% of your total budget.  |
| **Step 4: submit** | Once you’ve worked out all your costs, you’re ready to fill out your application form online. |

# Example Project

**Title:** Urban farming for people experiencing homelessness

**Project description:** A skills program run through an existing local community garden. The program aims to:

* Provide training for people experiencing homelessness
* Provide food to the community kitchen
* Build confidence of vulnerable community members to re-enter the workforce.

## Example Budget

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| **Project Activities** | **Cost** |
| *Project admin (such as salaries for overseeing the delivery of the program)* |
| Project administration costs (1 day a fortnight @ $25/hr, 52 weeks) | $5,200 |
| *Planning stage* |
| General office supplies  | $200 |
| Source materials (such as seeds, soil, worms, tools, planting trays) | $10,000 |
| Insurance costs (such as Public Liability Insurance) | $500 |
| Compliance with local laws or permits (such as beehives, food handling) | $500 |
| 2x Workshops with staff and volunteers to design training modules (such as room hire, catering, facilitator or reporting) | $2,500 |
| Site preparation (such as mulching/clearing space/removalists/cleaners) | $2,000 |
| Print training module materials (such as handouts) | $500 |
| Utilities (such as water, electricity, internet costs) | $250 |
| *Delivery stage* |
| Transportation costs (such as delivery of gardening materials like soil) | $1,600 |
| Educators fee ($50 per hour, 2 day a week, 52 weeks) | $39,000 |
| General office supplies | $200 |
| Site upkeep (such as mulching / clearing space / weeding / venue cleaning) | $400 |
| Utilities (such as water, electricity, internet costs) | $250 |
| *Closing stage* |
| Lessons learned workshops | $1,250 |
| Marketing (sharing project successes on social media or in local print) | $500 |
|  |
| Contingency 5% | $3,243 |
| **TOTAL (including GST)** | **$68,093**  |