

Specialist Services Example Budget

4. FINANCIALS & BUDGET (10%)

MCGP Cash Requested
Must be a dollar amount. What is the total cash funding you are requesting in this application? Please note that funding is determined by the evaluation panel and may not be for the whole amount of your cash request.

Overall Project Cost
What is the total budgeted cost (dollars) of your project?

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive. If you are applying for in-kind hall hire this does not need to be included in the budget. If no cash is being requested enter '0' as the MCGP Cash amount.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns. Examples of income could include 'Monash Community Grant', 'Member Contributions', 'Other Grant'. Examples of expenses could include 'Materials for art activity', 'Equipment hire', 'Contract facilitator x 40 hours'. Please see [here](#) for an example of how the budget should look.

Use the 'Notes' column for any additional information you think we should be aware of.

Please ensure you have read the MCGP Guidelines and only assign items to the Monash grant that are eligible under the category you are applying in. If the application is successful items that are not eligible will be deducted and will see funding reduced. A list of program-wide ineligible items can be found [here](#).

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please do not add commas to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
MCGP Cash *	Monash Grant ▼	Unconfirmed ▼	*\$110,000.00 *	
Organisation in-kind contribution	Other Income ▼	Confirmed ▼	\$85,000.00	
	▼	▼		
	▼	▼		

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Cost Description	Funding Source	Amount (\$)	Notes
Project coordinator *	Monash Grant ▼	*\$77,000.00 *	
Workshop facilitator	Monash Grant ▼	\$31,000.00	
Program flyers	Monash Grant ▼	\$1,000.00	
Hire of sound system	Monash Grant ▼	\$1,000.00	
Organisational labour	Other ▼	\$60,500.00	In-kind labour
Workshops for volunteers	Other ▼	\$4,000.00	
Insurance	Other ▼	\$5,000.00	
Gifts and prizes	Other ▼	\$500.00	
Bus hire	Other ▼	\$15,000.00	

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Budget Totals

Total Project Income

This number/amount is calculated.

Total Project Cost

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.