

# Grant Budget Example

This is an example of a completed budget to guide you in preparing your own. You can use this as a reference to understand how to structure and itemise your budget, helping ensure all necessary expenses are covered and formatted correctly for your application.

Inspiring WA Grant funding can be used to cover costs like:

- **Promotional materials** (e.g. posters, radio ads, social media ads, photography).
- **Accessibility services** (e.g. Auslan translators).
- **Catering** (suggested maximum of 15% of the budget).
- **Project officer salaries or wages** (suggested maximum of 20% of the budget).

Key points to note:

- Projects that contribute additional cash or in-kind support (e.g. materials, infrastructure, salaries) will be highly regarded.
- If your project includes ticketed entry, ticket prices must be reasonable to ensure accessibility.
- Where possible, provide a quote for each budget item. If you can't attach these in the application form, email them to [wainspiringaustralia@scitech.org.au](mailto:wainspiringaustralia@scitech.org.au) after submitting.

If you have further questions, please reach out.

## Income

Income Source	Amount (Ex. GST)	Notes
Funding requested from Inspiring WA	\$7,055	<i>Ensure this aligns with the maximum amount outlined in the guidelines</i>
Other confirmed external funding (please itemise)	\$0	<i>List other grants, sponsorships, etc.</i>
Predicted ticket revenue (if any)	\$0	<i>Estimate ticket sales based on projected attendance</i>
Total in-kind support (if any)	\$1,880	<i>Estimate value of goods/services provided by your organisation e.g. staff, venue space etc.</i>
<b>Total income</b>	<b>\$7,055</b>	

## Expenses

Please list all project costs below. Ensure the total matches your total income.

Item/Service	Cost (Ex. GST)	Expense or In-kind? (leave blank if unsure)	Description
Advertising	\$2,000	Expense	\$500 for live radio reads x 10, \$500 for local paper ad, \$1000 for social media advertising
Venue Hire	\$755	Expense	Civic centre booked for two days
Furniture Hire	\$800	Expense	2 x easels and 18 x trestle tables
Catering	\$500	Expense	Sausage sizzle for community 600 x sausages, 600 bread and other BBQ requirements
Entertainment	\$500	Expense	Musician to entertain during festival
Consumables	\$1,000	Expense	Strawberry DNA Extraction Experiment for 600 Gloves, protecta pads, test tubes, pipettes, zip lock bags, strawberries, cheese cloth and cups.
Project Officer	\$1,500	Expense	\$50 per hour @ 30 hours

Prizes	\$200	In-kind	6 x prizes @ \$33 each. 3 given per session. Prize will be science related kits.
Polaroids	\$600	In-kind	For dress up like a scientist lanyards
Graphic Designer	\$480	In-kind	\$80 per hour @6 hours
Communications Officer support	\$600	In-kind	\$50 per hour @12 hours
<b>TOTAL</b>	<b>\$8,935</b>		