|  |  |
| --- | --- |
| **Budget – [Project Name]** |  |
| **PROJECT EXPENSES** |
| **Cost** | **Calculation** | **Total Excluding GST**  | **Total Including GST** |
| [Example] Venue Hire | [Example] @ $30 per hour / $120 half day | $120.00 | $ |
| [Example] Administration | [Example] 10 hours @ $30 / hour | $300.00 | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
| **TOTAL** |  | **$** | **$** |
| **PROJECT INCOME** |
| **Cost** | **Calculation** | **Total Excluding GST** | **Total Including GST** |
| [Example] Workshop fees | [Example] 15 people @ $25 per person |  $375.00 | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
| **TOTAL** |  | $ | $ |
|  | **Project Costs Less Project Income = Shortfall**  |  **$** |
|  |  |  |  |
| **FUNDING SOURCES** **GST Component Note –** *Consider if your organisation is registered for GST when applying for funding and the cashflow impact.*  |
| **Funding Source** | **Project Expense**  | **Amount Applied For:**  |  |
| Rotorua Trust | [Example] Venue hire | [$ amount] |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL AMOUNT APPLIED FOR: $** |
| **TOTAL AMOUNT CONFIRMED: $** |

**How to Use This Budget Template**

1. **Enter your project title** at the top of the page where it says *[Project Name]*.
2. **Replace the example rows** with your own project-specific expenses, income, and funding sources.
3. In the **"Cost"** column under *Project Expenses*, list each item (e.g. venue hire, materials, admin time).
4. Use the **"Calculation"** column to show how you worked out the cost (e.g. *10 hours @ $30/hour*).
5. Enter the final amount for each item in the **"Total"** column.
6. The **TOTAL** row will give you the full cost of your project.
7. In the **Project Income** section, list any income your project will receive (e.g. participant fees, sponsorships).
8. Use the same format: describe the income source, calculation, and total amount.
9. The **TOTAL** row here shows your total income.
10. The **Shortfall** is calculated by subtracting your total income from your total expenses—this is the amount you seek funding for.
11. In the **Funding Sources** section, list where you are applying for funding:
	* Include the name of the funder (e.g. Rotorua Trust).
	* Specify which project expense the funding will cover.
	* Enter the amount you are applying for.
12. Use the **TOTAL AMOUNT CONFIRMED** and **TOTAL AMOUNT APPLIED FOR** fields to summarise your funding status.
13. If you are presenting a budget for **Operating Expenses**, you can change the headings accordingly to show your expenses and revenue.