

# Section 7 Activities

## Activity 7.3 Your Budget Template

Your budget should include all the costs associated with delivering your proposal. It should clearly detail:

- The actual staff, resources, and materials required and explain why these are needed
- The proportion of funding requested.

You can adapt or delete the examples as you fill out the table with your own project details.

	Salary (Per Annum (PA)) +	On-Costs % (PA)	Time Allocated (FTE and Proposal Period)	Sub-Total	Amount Requested
Staff (example)	34,000 (+)	17% oncosts (=) \$39,780	9 month project @ 60% FTE (39,780*60%) = \$23,868 PA (\$23,868/12 months) = \$1,989 per month	\$17,901 (= 1,989*9)	\$17,901
Staff (example)	34,000 (+)	17% oncosts (=) \$39,780	9 month project @ 60% FTE (39,780*60%) = \$23,868 PA (\$23,868/12 months) = \$1,989 per month	\$17901 (=1,989*9)	(In Kind)

Activity 7.3 continued over page

## Activity 7.3 Your Budget Template (cont.)

### Other costs involved

List all the other resources, materials, and products that your proposal will require. Also include a contingency amount (generally about 5–10% of the budget) to allow for any unexpected or increases in costs and an amount for overheads. Note what will be provided in-kind. If you are providing your overheads as an in-kind cost, make sure you write it down so the funding body may fully appreciate the value of your proposal.

Other Items	Salary (Per Annum (PA)) +	On-Costs % (PA)	Time Allocated (FTE and Proposal Period)	Sub-Total	Amount Requested
.....					
.....					
.....					
.....					
<b>Total</b>					