

Section 7 Activities

Activity 7.4 Your Budget Costs Checklist

Review the costs you have included in your budget against the funding application guidelines and your proposal. Make sure:

- You have costed all the resources and materials needed to deliver your proposed activities in your budget
- The costs included are:
 - > Allowable
 - > Reasonable
 - > Necessary
 - > Justified.

	YES	NO
Are all costs allowable?		
Does the budget include all the activities outlined in your project/ service delivery plan?		
Have you included all the income and expenditure related to your proposed activities? You cannot ask for additional costs later.		
Are all personnel and non-personnel items related to the delivery of your proposal (refer to Table 7.1 Common Budget Items (p176)) listed?		
Are your budget estimates accurate, specific, realistic, and transparent?		
Can you allocate the estimated costs to a specific activity or product?		
Are all costs reasonable?		
Do the proposed costs reflect appropriate rates of pay, on-costs, penalty rates, and projected increases (e.g., consumer price index increases)?		
Are all costs necessary?		

Activity 7.4 Your Budget Costs Checklist (cont.)

	YES	NO
Have you justified all the costs in a budget justification statement?		
Have salaries and on-costs, supplies and equipment, operating and transportation expenses been included?		

Limits on Expenses (see Activity 7.1 Check the Funding Guidelines (p181))

Do the application guidelines specify any limits on the types of expenses which may be claimed (e.g., no infrastructure costs)?		
Do the application guidelines specify any limits on certain expenses (e.g., travel limited to \$10,000)?		
Do the application guidelines specify any limits on overall funding amount (e.g., total costs cannot exceed \$300,000 per year)?		

Salaries & Professional Development

All personnel from your organisation who will be involved in your proposal should be listed on the personnel budget along with their base salary, oncosts, and the amount of time they will be contributing to the proposal as a fraction of their full-time equivalent salary (see [Activity 7.3 Your Budget Template \(p183\)](#)).

The assessment panel will consider the amount of time you have listed for each of the senior/key personnel and will judge whether the figures accord with their expectations, based on the program proposed.

Have you provided estimates for on-costs?		
Have you indicated how much time each staff member will be allocating to the proposal?		
If staff need to complete training to deliver your proposal, have you provided an estimate for training and development?		
Have you included any costs associated with backfill? If no, add an additional 30% to on-costs for backfill where relevant and where allowed.		

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Activity 7.4 Your Budget Costs Checklist (cont.)

	YES	NO
Variable Costs		
Are any of the costs variable (e.g., are salaries likely to increase over the proposal period)?		
If yes, have you explained what the potential variances are?		
Have you advised the funding body that due to the potential variances, the estimates provided will need to be reviewed at a future date?		
Does the funding body allow you to include overheads, or indirect costs in your budget?		
Equipment & Sub-Contracting		
Have you included costs associated with hiring and/or buying equipment and materials or sub-contracting?		
If yes, have you obtained multiple quotes (if required)?		
Have you indicated how these items are necessary to fulfil the aims of your proposal?		
Have you factored in the highest quote in your budget just in case the lower priced item is not available when you are executing your project?		
Have you listed both new costs that will be incurred if your proposal is funded as well as any ongoing expenses for items that will be used as part of the proposal?		
Travel		
Have you factored in all costs associated with travel: airfares, accommodation, car hire, petrol, and food?		
Have you quantified how many trips are needed?		

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Activity 7.4 Your Budget Costs Checklist (cont.)

	YES	NO
Consultants, Consortium, and Partnership Costs		
Have you provided an estimate for any costs associated with establishing partnerships?		
Actual Costs vs Requested Amount		
In-kind costs:		
Even if personnel and/or volunteers will not be paid from the funds being sought, it is important to provide an estimate of the time that these team members will contribute to the program of work (use Activity 7.2 In-Kind Support Form (p181)).		
Have you provided an estimate for in-kind costs?		
Have you differentiated between cost (i.e., actual costs incurred) and price (i.e., the proportion of the proposal you are asking the funding body to provide)?		
Other Items		
Are there any other items that need to be included as part of your budget (e.g., printing, advertising costs)?		
Have you provided an estimate for indirect or overhead costs incurred as part of your service delivery (e.g., utilities, rent, insurances)?		
Are your budget items grouped into sub-categories which reflect the critical areas of expense?		
Have your proposed costs been rounded off to the nearest dollar amount?		
GST: Do not include GST if your organisation is registered for GST. For information about GST refer to the Australian Taxation Office website - https://www.ato.gov.au/ .		
Have you checked whether your total costs are GST inclusive or exclusive?		
Does this comply with the funding application guidelines?		