# Section 7 Activities

## Activity 7.1 Check the Funding Guidelines

Look for limits to the overall amount requested, staff costs, travel costs, and overheads.

> **Do the application guidelines specify any limits for funding requests?**
>
> YES          NO
>
> If no - double check. Contact the funding body and discuss any limitations which may apply.
>
> Make sure you comply with the guidelines about asking questions.
>
> **If, yes - write the items which will not be funded and/or limits to the items which may be claimed in your application below.**

## Activity 7.2 In-Kind Support Form

Complete the table on the next page, noting all the in-kind support required to successfully implement your proposal. Remember, in-kind support includes both time and resources donated by volunteers, Board members, local businesses, community members, and staff.

181

# Activity 7.2 In-Kind Support Form (cont.)

Proposal Name:

Details of In-Kind Support:

| Activity | Skills/qualifications needed | Volunteers/staff member allocated | Number of hours | Rate per hour | Total |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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## 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 |
|---|---|---|---|---|
| | | | | |
| 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 |
| 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) |
| | | | | |
| | | | | |
| | | | | |

(Staff (example))

(Staff (example))

183

## 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 |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

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# 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? | | |

185

## 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))

| | YES | NO |
|---|---|---|
| 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.

| | YES | NO |
|---|---|---|
| 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? | | |

# 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 your 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?

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