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## Lord Mayor's Safer Suburbs Grants - budget tips

A budget is required to support your application to the Lord Mayor's Safer Suburbs Grants Program.

Assessment Criterion three (3) in the program [Guidelines](#) asks whether budgets are realistic and demonstrate value for money.

You can read budget tips and review the budget table example on this page, to assist you with developing your budget.

### Budget tips

- Make sure your total project income equals your total expenditure.
- Volunteer staff can be costed from \$35 per hour for non-skilled labour and at relevant rates for professionals.
- Provide a minimum of one recent quote for each grant funded item.
- Ensure you are familiar with the guidelines, in particular, what is eligible for funding.
- If you include 'in-kind' contributions in your budget, provide a breakdown of your calculations and all relevant details for each item.

In-kind contribution or in-kind support:

- This is the dollar value of non-cash contributions to a project e.g. staff time or voluntary labour that would otherwise have needed to be paid for. It includes volunteer labour or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget.
- To ensure your budget table balances the in-kind income line item must match the in-kind expense line item.

Please note that for the purpose of assessment:

- All budget figures provided must be GST exclusive i.e. deduct GST from quotes and invoices.
- If your organisation is not GST registered the 10% GST will be added to your grant prior to assessment but will not be itemised as GST.
- If your organisation is GST registered 10% GST will be added to your grant as an itemised GST gross-up.

An example budget table for the Lord Mayor's Safer Suburbs Grants is below:

Income (Source of funding)	Amount (ex GST)	Project expenditure (description of work and name of supplier)	Amount (ex GST)
Brisbane City Council Lord Mayor's Safer Suburbs Grant	\$6000.00	Purchase and installation of CCTV by <company name>	\$4825.00

Income (Source of funding)	Amount (ex GST)	Project expenditure (description of work and name of supplier)	Amount (ex GST)
Organisation's financial contribution to the project	\$1175.00	New locks	\$800.00
Organisation's in-kind contribution to the project	\$350.00	Security screens	\$1550.00
Other income	\$0	Installation of locks and security screen (in-kind labour, calculated at x 10 hours @ \$35p/hour)	\$350.00
Total income	\$7525.00	Total expenditure	\$7525.00

Note: Ensure all income and expenditure totals match.