







# Budget estimate form

## SECTION C

This page asks for estimates in whole dollars (exclusive of GST).

Details of cost	\$ Amount (excl GST)	Office use
<b>EXPENSES</b>		
Administration		
Phone		
Postage		
Stationery/printing		
Bookkeeping		
Audit cost (if applicable)		
Other		
<b>GENERAL</b>		
Venue costs		
Catering costs		
Advertising		
Transport hire for volunteers		
Incidental expences for volunteers		
Equipment hire/lease		
Equipment purchase		
Purchase of materials		
Other		
<b>TOTAL GRANT SOUGHT</b>		
<b>OTHER INCOME AND SOURCE</b>		
Sponsorship		
Other grants		
In-kind contribution		
Other funding		

This budget should help you develop your proposal. It will be used in the assessment of your application. Please note that additional funds are not available to meet costs that were not budgeted for in the original application or which may have increased after the application was submitted.

### Eligible costs

- rental of venue
- general administration expenses specific to the project (limited to 10 per cent of total project funding) such as postage, stationery, phone, internet, print and photocopying
- operating costs and equipment hire and purchases that are deemed reasonable and necessary for the success of the project
- advertising and publicity costs for fostering involvement (limited to 20 per cent of activity costs)
- prizes (limited to 10 per cent of activity costs)
- promotional materials

### Ineligible costs

- hire of motor vehicle
- lease of land or buildings
- renovations to existing buildings
- purchase of gifts
- activities that require substantial equipment purchase
- salary costs

Assistance	Closing date for applications
If you require assistance to complete your application please phone the grants coordinator on (07) 3330 5302	Applications must be received by mail by close of business Friday 26 November 2010, addressed to: The Grants Coordinator Natural Resources Awareness Grants Program 2011 Department of Environment and Resource Management, Level 5, 400 George Street GPO Box 2454, Brisbane Qld 4001