The Project Budget is a mandatory attachment that must be supplied as an attachment along with your online grant application via the BRV Grants Portal.

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| Project BudgetTemplate – Bushfire Recovery Victoria (BRV) |

| Project details |
| --- |
| **Grant program** | Include the name of the program you are applying under |
| **Organisation name** | **Include your organisation name** |
| **Project title**  | *Include the title of your project* |
| **Are you (or your Auspice) currently registered for GST? \*** | Select GST status |

\* Please carefully review the information provided at the end of this template under *‘Important information’* for advice about the Goods and Services Tax (GST) and whether this should be included or excluded in your budget.

## Project budget

Provide project budget details below for all sources of income, planned expenditure and in-kind support.

* *To add additional rows, place cursor in the row above and click on the blue plus sign [+] that appears on the right.*
* *Once all values are entered, select the whole table, and click ‘F9’ to auto-sum the total ($) fields.*

|  |
| --- |
| Budget Forecast Table |
| Activity Income | $ Amount |
| Funds from the Department | **$Enter Total ($) grant amount requested** |
| Funds from your Organisation | $0  |
| Funds from other contributors or partners | $0 |
| * Select other funding source
 | $0 |
| * Other (please describe)
 | $0 |
| **Total Activity Income** | **$0.00** |
| Activity Expenditure  | $ Amount |
| * Select relevant budget category
 | $0 |
| * Select relevant budget category
 | $0 |
| * Select relevant budget category
 | $0 |
| * Other (please describe)
 | $0 |
| **Total Activity Expenditure** | **$0.00** |
| **Activity costs met through in-kind contributions** | **$ Approximate Value**  |
| * In-kind contribution (please describe)
 | $0 |
| **Total in-kind support** | **$0.00** |

#### Additional project budget information

Please provide any other additional information or context that will assist the BRV assessors and selection panel to understand your Project Budget and quoted figures.

This can also refer to any additional supporting documentation and/or attachments being provided along with your application such as quotes or costings (if available); schematics, design plans, reports, pictures etc.

|  |
| --- |
| **Provide any additional information** (if relevant): |
| Click or tap here to enter text. |

If you have any questions or require assistance, contact the BRV Central Grants Team at grants@brv.vic.gov.au or on 1800 560 760.

## Important information

### Goods and Services Tax (GST)

Applicants should be aware that grants received can be considered by the Australian Taxation Office (ATO) as taxable income with a potential for Goods and Services Tax (GST) implications.

If you are successful in your application and accepting a grant will push organisational income above the GST threshold ($75,000 for businesses and $150,000 for not-for-profits), you may wish to consider registering for GST or seeking support from an auspice. Applicants are advised to seek appropriate financial advice regarding GST tax implications and the organisations unique financial circumstances. For more information about GST, visit the ATO website at <https://www.ato.gov.au/Business/GST/>.

#### Application budget - GST inclusion or exclusion

Applicants must provide figures in their project budget as either inclusive or exclusive of GST, based on the current registration of their organisation (or the Auspice if relevant). Please note, this may impact the total grant amount to be requested in the application and if managed incorrectly could result in a shortfall in funding.

All applicants should confirm their GST registration status before applying to ensure the application budget and grant amount requested is correct. To confirm your current GST registration status, visit the Australian Business Registry at [abr.business.gov.au/](https://vicgov.sharepoint.com/sites/VG000985/Shared%20Documents/Grants/Templates%20and%20resources/Templates%20by%20Program%20Stage/3%20-%20Application%20Stage%20%28AppForms%20%2B%20Support%29/abr.business.gov.au).

|  |  |  |
| --- | --- | --- |
| GST registration status  | Exclusion or inclusion of GST in the budget | Example |
| Registered for GST | * Do *not* include GST in budget figures – outline all amounts as GST exclusive (including the total grant amount requested).
* If you are successful, GST will be paid on top of the amount awarded.
 | *For a $100 purchase, the grant amount applied for should be $90.**Since the organisation is registered for GST, $10 will be added on top of the awarded amount (total received $100).* |
| Not registered for GST | * Incorporate GST in budget figures – outline all amounts as GST inclusive (including the total grant amount requested).
* If you are successful, you will receive the amount of grant awarded but GST will not be added on top.
 | *For a $100 purchase, the grant amount applied for should be $100.* *Since the organisation is not registered for GST, no extra funds will be added on top of the awarded amount.* *The cost of GST for the purchase must be included in the amount requested to ensure the total received is $100.* |
| Government Related Entity (GRE) | * Do not include GST in budget figures – outline all amounts as GST exclusive (including the total grant amount requested).
* If you are successful, you will receive the amount of grant awarded but GST will not be added on top.
 | *For a $100 purchase, the grant amount applied for should be $90.* *However, since a GRE is subject to different GST rules and treatment no extra funds will be added on top of the awarded amount (total received $90).* |
| Not registered, but in the process of registration | If your organisation (or your Auspice) is not currently registered for GST, but are in the process of registering, or intending to become GST registered, then you should contact BRV to discuss how to manage this in your budget before you submit your application.  |

### In-kind contributions

An ‘in-kind contribution’ is a contribution or donation of a good or a service other than money, such as donated goods, services or volunteer work to support a project. In-kind contributions are often things that would normally cost money if not being donated or discounted, and so can be estimated as a $ figure contributed towards your project income. Some examples include:

* voluntary labour (e.g., painting work)
* donated goods (e.g., kitchen equipment)
* donated or discounted services (e.g., professional advice from an architect)

In your budget, list any project costs met through in-kind contributions and their approximate value.