

Budget estimate form

SECTION B

This form asks for estimates in whole dollars

Details of cost	\$ amount	Office use
EXPENSES		
Administration		
Phone		
Postage		
Stationery/printing		
Bookkeeping		
Other		
GENERAL		
Venue costs		
Catering costs		
Advertising		
Incidental expenses of volunteers		
Equipment hire/lease		
Equipment purchase		
Purchase of materials		
Other costs		
TOTAL GRANT SOUGHT		
OTHER INCOME		
Sponsorship		
Other grants		
Other income		

This budget should help you develop your proposal. It will be used in the assessment of your application.

Eligible costs

- rental of venue
- general administration expenses such as postage, stationery
- 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% of activity costs)
- prizes (limited to 10% 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

If you require assistance to complete your application please phone the grants coordinator on (07) 3330 5302

Closing date for applications

Applications must be received by mail by close of business Friday 18 December 2009, addressed to:
The Coordinator
2010 Natural Resources Awareness Grants Program
Department of Environment and Resource Management
GPO Box 2454
Brisbane Qld 4001

#28684

