



# Budgets

## Introduction

Welcome to the Multicultural Grants Program online Grant Tutorials.

In this video, we will discuss using the online budget calculator, GST inclusive or exclusive budget items, providing the right evidence, and Small grant versus Large grant budgets.

For more information on the Multicultural Grants Program, you can view the online Grant Tutorials, read the Frequently Asked Questions, download the Funding Guidelines, or contact the Multicultural Affairs Grants Team.

## Using the online budget calculator

All applications to the Multicultural Grants Program require an eligible and realistic project budget.

Applicants must use the budget table in the online application form. The table will automatically calculate the grant request from the items entered.

The table has two columns – Expenditure (for the item description) and Amount (for the item cost).

Use the first column to enter a simple description of each budget item. Examples for a Celebrate Together grant might be Venue hire, Marquee hire and Traditional costumes. Examples for an Expand Together grant might be a Fridge, 2 Laptops, and the Delivery fee.

Only enter one budget item per line.

Do not separate identical items over multiple lines.

Use the second column to enter the corresponding amounts. Amounts must be a whole number - do not include cents. Amounts must also match the quotes you have provided – do not round up to the nearest \$10 or \$100. Any discrepancies between the items in your budget and the quotes provided will be deducted from the grant request.

The grant requested is automatically calculated from the items in the table. The maximum request is capped for each grant. Even if you include additional budget items, you will not be able to request more than the maximum amount.

The maximum grant amount will vary depending on the grant stream and category. For example, for the Celebrate Together stream, the Small grant category is capped at \$5,000. The Large grant category is capped at \$30,000. Grant specific information can be found in the Funding Guidelines.

### **GST inclusive or exclusive**

Your budget will change depending on your organisation's GST registration status.

If your organisation *is* registered for GST, you must *not* include GST in your budget. This means if you receive a quote for Hall hire of \$1,100 including GST, the amount listed in your budget should be \$1,000.

If your application is successful, GST will be added to your total grant monies received. For example, if the total request in your application is \$5,000, you will receive \$5,500 including GST.

However, if your organisation is *not* registered for GST, you must *include* GST in your budget. This means, if you receive a quote for Hall hire of \$1,100 including GST, the amount listed in your budget should be \$1,100.

### **Providing the right evidence**

It is essential that you provide evidence for the amounts requested in your budget. If not, you risk reducing the grant amount your organisation will be eligible to receive.

You must provide quotes for all items of \$100 or more.

Quotes must include the supplier details, the item description, and the amount. The amount listed in the quote should match the amount requested in your budget (inclusive or exclusive of GST, as applicable).

If you can't access a formal quote from a supplier, there are some alternative forms of evidence you can supply. For example, a screenshot of an item for sale online. This must include the name of the supplier (or the website you are purchasing from), and the amount.

Other forms of evidence include:

- An invoice or receipt from a previous year
- An email from a supplier outlining costs or fees, or
- A schedule of fees, where the relevant fee is highlighted.

Some forms of evidence will not be accepted. Do not provide:

- Documents showing calculations without offering a valid form of evidence for the amounts used, or
- Documents containing links to items available online. Links will not be opened.

Some grants may allow organisations to request funding to pay project staff. Some contractors may be able to provide a quote or invoice for their services. If not, you can

provide evidence of the Award, Level and Salary you are using to calculate the grant request. If providing the Award, you must also include the number of hours.

The Australian Government's Fair Work Ombudsman provides resources to help you identify which Award you should use. For example, many community organisations can use the Pay Guide for the Social, Community, Home Care and Disability Services Industry Award.

Visit [fairwork.gov.au](http://fairwork.gov.au) for more information.

### **Small grants vs Large grants**

Your budget will change depending on the category of grant you are applying for.

If you are applying to the Small grant category, only include the project items that will be supported by the grant.

Large grants have a matched funding requirement. This means that applicants requesting a Large grant must contribute at least one dollar for every dollar of South Australian Government funding. This means, unlike Small grants, your budget for a Large grant must include the *total* project costs.

In this example, the total project cost is \$60,000, the minimum matched funding requirement is \$30,000 and the maximum grant request is also \$30,000.

It is important to remember, every budget item must meet the grant's eligibility requirements and quotes must be provided for all items of \$100 or more.

For more information on eligible budget items, check the Funding Guidelines or watch the online grant tutorial, 'Eligible projects'.

For more information on matched funding requirements, watch the online grant tutorial, 'Matched funding'.

### **Reviewing the Funding Guidelines**

It is important to always read the Funding Guidelines.

Every grant round in the Multicultural Grants Program will have its own guidelines. These can be downloaded from the Multicultural Affairs website from the date the round opens.

The items that can or cannot be funded change depending on the grant stream and purpose. Look in the table of contents for 'Eligibility – What can be funded?'

### **Requesting feedback**

Anyone applying for grant through the Multicultural Grants Program can request feedback on their application before they submit.

The Grants Team can review your application against the eligibility requirements and provide advice to help ensure your application is complete and ready for the next stage.

To request feedback on an application in progress, contact the Grants Team at least one week before the closing date.

### **Contacting the Grants Team**

Whether you are applying for a Small grant or a Large grant, correctly filling out the budget table and providing the right evidence are essential steps for a successful application.

Contact the Grants Team to discuss your application. The team is available to answer your questions from 9am to 5pm, Monday to Friday.

You can reach the Grants Team by email at [MulticulturalAffairs@sa.gov.au](mailto:MulticulturalAffairs@sa.gov.au) or by phone on 1300 239 468.

**For more information:**

Grants Team

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