



Housing Support Program budget tips

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A budget is required to support your application for a Housing Support Program grant. 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 \$46 per hour for non-skilled labour and at relevant rates for professionals.
- Provide a minimum of two recent quotes.
- Ensure you are familiar with the guidelines, particularly regarding what equipment purchases are eligible for funding.

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 Housing Support Program is below:

Income (source of funding)	Amount (ex GST)	Project expenditure (description of work and name of supplier)	Amount (ex GST)
Brisbane City Council Housing Support Program grant	\$1.00	Home maintenance packs	\$1.00
Organisation's financial contribution to the project	\$1.00	Kitchen installation	\$1.00
Organisation's in-kind contribution to the project	\$1.00	Meeting room hire (in-kind)	\$1.00
Organisation's contribution of time by paid staff and volunteers	\$1.00	Part time administrator costs (in-kind)	\$1.00
Other grants e.g. State Government grant (approved)	\$1.00	Printing resources, advertising	\$1.00
Other income	\$1.00	Removalist costs	\$1.00
Total income	\$6.00	Total expenditure	\$6.00

NOTE: Ensure all income and expenditure totals match.