*Use this form when applying for an* ***Events Grant*** *online and upload it with your application. The form itself will ask for the total that you are seeking from Council. If you are applying for less than three items then you can just list those items and the total amount you are seeking on the application itself and you do not need to fill out this budget.*

**Notes for your Project Budget**

1. This budget should relate to the specific event/activity that this application refers to.
2. Please include the TOTAL costs for the project– ie not only the costs you want Horowhenua District Council to pay for.
3. Not all costs can be covered by all Horowhenua District Council funding schemes.
4. Please ensure you include GST in all figures, whether or not your organisation is GST registered.
5. The cost of goods and services over $250 must be supported by two quotes.
6. It is a condition for providing accountability that you provide receipts of expenditure. Please ensure you retain receipts for all purchases made.
7. Please take the time to ensure your figures add up correctly with a calculator. Incorrect budgets could lead to an application being declined.

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| --- | --- | --- | --- |
| 1. Description of event/activity of Cost*(e.g. Advertising, Insurance)* | 2. Monetary value ($) of Cost | 3. Your contribution *(including funds, other grants, sponsors, ticket sales etc.)* | **4. Amount ($) you are applying for from HDC**  |
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*EXAMPLE*

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| --- | --- | --- | --- |
| *1.* Description of event/activity of Cost | *2.* Monetary value ($) of Cost | *3. Your contribution* | ***4. Amount ($) you are applying for from HDC***  |
| *Catering expenses* | *$75* | *$0* | *$75* |
| *Radio advertising* | *$200* | *$75* | *$125* |
| *Decorations* | *$100* | *$50* | *$50* |
| *Totals* | *$375* | *$125* | *$250* |