*Use this form when applying for a Community Development or Community Consultation 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 just applying for one item (e.g. printing costs) then you can just list that one item 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 PROJECT that your application refers to. If your application is for ongoing costs, please list the exact expense areas associated with the application
2. Please include the TOTAL costs for the project– i.e. not only the costs you want Horowhenua District Council to pay for. If you plan to pay some project costs from your own income or other sources, you should identify these in columns 3 and 4 below
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 all goods and services over $250 (column 2) must be supported by two written quotes.
6. It is a condition of receiving funding from Horowhenua District Council that you provide receipts for all expenditure. Please ensure you retain receipts for all purchases.
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. Cost item  *(e.g. Advertising, Insurance)* | 2. Amount ($) TOTAL | 3. Your contribution *(including funds, other grants, sponsors, ticket sales etc.)* | **4. Amount ($) you are applying for with HDC** |
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*EXAMPLE*

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| --- | --- | --- | --- |
| *1. Cost item* | *2. Amount ($) TOTAL* | *3. Your contribution* | ***4. Amount ($) you are applying for with HDC*** |
| *Equipment hire* | *$1000* | *$0* | *$1000* |
| *Newspaper advertising* | *$375* | *$150* | *$225* |
| *Catering expenses* | *$450* | *$450* | *$0* |
| *Totals* | *$1825* | *$600* | *$1225* |