

# GLOWS Grant Program 2024–26

## GLOWS Large Grant Budget Guide

The purpose of this document is to support the completion of the 2024 GLOWS Large Grant application.

### *Tips for preparing your project budget*

As part of your grant application, you are required to provide a detailed budget on what the grant money will be used for.

The budget should include:

**Income** – all funding that will contribute to the project.

**Expenditure** – cost of all the items required to carry out the project.

This template can be used to **plan** your grant application.

The template includes some example income and expenditure descriptions that may or may not be relevant to your grant application. Sums used in this example may not be indicative of actual expenditure costs and you should determine appropriate costings through your own quotes and calculations.

Lowitja Institute encourages the use of Aboriginal and Torres Strait Islander-owned businesses and suppliers to support ongoing community capacity building and involvement.

Please refer to **Section 4** of the Grant Guidelines to determine what the grant funding does and does not fund.

### *Budget checklist*

- Quotes – obtain relevant quotes *prior* to submitting application to determine costings
- Details – provide clear details for each item on separate lines
- Funding – include all forms of funding contributing to your project
- Amounts – provide exact amounts for each item
- Total – the total income and expenditure should be equal

## Example income

Income Description	Confirmed Funding?	Income Amount
E.g. GLOWS Large Grant funding	No	\$800,000
E.g. Applicant/organisation financial contribution	Yes	\$5,000
E.g. Other funding partner grant/sponsorship	Yes	\$10,000
E.g. Applicant/organisation volunteer time (in-kind)	-	-
E.g. Donated goods and services (in-kind)	-	-
<b>Total Income: \$815,000</b>		

## Example expenditure

### Project budget

Expenditure Type	Description of Expense	Corresponding Project Milestone	Estimated timeframe	Estimated Cost	Notes
E.g. Staffing allocation	2 x Aboriginal Research Officers	E.g. Stage 1 – Project initiation		\$60,000	
E.g. Administration allocation		E.g. Stage 1, 2 and 3		\$40,000	
E.g. Catering	Catering for duration of project	E.g. Stage 2 – Stakeholder Engagement		\$3,000	
E.g. Design	1 x Aboriginal and Torres Strait Islander graphic designer for promotion development	E.g. Stage 3 – Project Reporting		\$3,000	
E.g. Aboriginal and Torres Strait Islander expertise (NFP)	1 x Aboriginal and Torres Strait Islander researcher OR Aboriginal and Torres Strait Islander research officer			\$20,000	
E.g. Aboriginal and Torres Strait Islander expertise (FP)	1 x Aboriginal and Torres Strait Islander fellow			\$30,000	
E.g. External expertise / contractors	1 x data analyst			\$15,000	

E.g. Marketing and promotions	1 x VistaPrint Order of project flyers			\$1,000	
E.g. Postage and couriers	50 x A5 envelopes and postage stamps			\$100	
E.g. Reporting	1 x purchase of reporting software			\$4,000	
E.g. Training	1 x Research and Software Training			\$3,000	
E.g. Domestic travel and accommodation	Travel and accommodation for 3 x staff members to conduct yarning circle's			\$5,900	
E.g. Venue	3 x hire of function centre for yarning circle's			\$1,500	
E.g. Volunteer expenses	20 x Clothing the Gaps t-shirts for volunteer reimbursement			\$1,000	
E.g. Merchandise expenses	20 x Clothing the Gaps t-shirts for participant reimbursement			\$1,000	
E.g. Participant reimbursement	20 x \$50 Westfield Gift Cards			\$1,000	
E.g. Other expenses	Costs associated with facilitation of community meeting			\$10,000	Travel to and from research sites
				<b>Total Expenditure: \$199,500</b>	