

Budget checklist

Holiday Break Spring and Summer 2026-2027 grant program

A clear, well-justified budget strengthens your application and demonstrates your ability to deliver a successful program.

The following checklist is a resource to support you when completing your application. It is the applicant's responsibility to read and comply with the [program guidelines](#).

✓ My budget...

- ☐ Requests funding between \$1,500 and \$10,000 (*excluding the rural and remote subsidy*) and clearly states the total funding amount requested.
- ☐ Represents value for money relative to the scale, duration, and number of participants for each activity and the project.
- ☐ Is accurate, realistic, clearly itemises all proposed expenditure, provides evidence, and includes a breakdown of each cost (no lump sums)
- ☐ Costs are reasonable, comparable to market rates, and represents efficient and responsible use of public funds
- ☐ Does not include any ineligible costs items (*refer to section 2.8.3 in program guidelines*).
- ☐ Combined Administration Costs do not exceed 40% of the total grant amount requested (*refer to section 2.8.2 in the program guidelines*). These costs include but are not limited to:
 - Marketing and promotion.
 - Activity-related insurance.
 - Wages for administering, designing, planning, travelling, and managing the activity or project.
 - Travel, accommodation, and meal expenses.
- ☐ Expenditure Budget table (**sample only**)

Expenditure description	Expenditure type	Expenditure amount (exc GST)
Lunch, snacks and drinks (30 participants)	Catering	\$300
Hall hire (2 days, 8 hours per day)	Venue hire	\$250
Workshop craft supplies for 30 participants (paint, brushes, sketchbooks, wood, beads)	Materials and supplies	\$1500
Art workshop presenter 2 days (8 hours per day)	Project delivery	\$1500
Administration (advertising, marketing)	Administration cost	\$400
Program coordinator 4 hours, delivery oversight 8 hours per day, meals (lunch 2 days)	Project coordination (salaries & wages)	\$1500
TOTAL		\$5,450

Final tip: Strong applications meet all eligibility requirements, merit criteria and show how their activities will contribute to meaningful outcomes for participating young people during the school holiday periods.