

# Get in the Game

## Budget and Contributions

### Budget

One of the key elements of any project proposal is the project budget. The Budget represents the funds required to undertake your project. It is also a valuable tool that will provide stakeholders with a breakdown of estimated costs and expenses associated with your project.

The budget should also align with your project estimate. An estimate is the formal measurement of the project used to validate the various costs against the budget and/or identify where it requires adjustment.

It is also important to relate the budget / estimate to the project schedule to develop a project cash flow.

A brief breakdown of the project costs you will need to consider in the preparation of your budget are:

- ✓ **Site costs**
  - demolition, site set-up, soil tests, trade services
- ✓ **Professional fees**
  - architect, engineers, surveyors, certifiers, project managers
- ✓ **Building costs**
  - , construction, construction contingency, escalation <sup>(1)</sup>.
- ✓ **Contingency**
  - Allow 5-10 per cent
- ✓ **Statutory fees and charges**
  - professional fees, statutory charges, building approval
- ✓ **Ineligible costs**
  - fit-out costs (loose furniture, whitegoods, equipment),
  - opening ceremony

(1) Some items that will make up the construction costs are: external works, supply contractors, trade breakdowns, fees, contingency and escalation. Your quantity surveyor can provide greater detail for these.

You must also contact your local council to check if the project will require development and/or building approval, prior to submitting your application.

### Contributions

Contributions are funds or resources which form part of your budget. For contributions to be 'Eligible' they must:

- meet the minimum criteria as part of the total eligible project cost and;
- be essential to the delivery of the project.

More detail can be found in the program guidelines.

Applicants will need to contribute (a minimum of the funding required as indicated in the program guides) to the total eligible project costs.

Financial contributions must be available through savings accounts, donations, another grant or a bank loan (note: grants from other Queensland Government agencies will be deducted from the total eligible project cost and may reduce the maximum funding provided by the department.)

In-kind works, or contributions in the form of goods or services or undertaken by salaried staff of the applicant organisation are not eligible as contributions.

### Need further information?

For further information on this and other funding programs, go to the following webpage [www.qld.gov.au/recreation/sports/funding/getinthegame](http://www.qld.gov.au/recreation/sports/funding/getinthegame) or contact your local Sport and Recreation advisor on 1300 656 191.

*Last updated 25/07/2017.*