Pathways out of Homelessness Program budget tips

Dedicated to a better Brisbane

A budget is required to support your application for the Pathways out of Homelessness Program grant. You can read the budget tips and review the budget table example on this page, to assist you with developing your budget.

Budget tips

- Make sure your total project income equals your total expenditure.
- Volunteer staff can be costed from $46 per hour for non-skilled labour and at relevant rates for professionals.
- If you include 'in-kind' contributions in your budget, provide a breakdown of your calculations and all relevant details for each item
- Provide a minimum of two recent quotes, if required.
- Ensure you are familiar with the program guidelines, particularly regarding what activities and services can be funded including:
    - Project and activity delivery, including direct staff costs for the project.
    - Materials, services and programs that prevent homelessness or re-entry into homelessness, create sustainable pathways out of homelessness (including activities related to certified training and employment; self-care and living skills; social connections; activities that improve physical, emotional and mental health; services supporting management of tenancies and accommodation; equipment that helps sustain tenancies; and outreach services).
    - Enhancements to existing programs or new projects from organisations funded by Council and specifically through the Pathways Program.

Please note that for the purpose of assessment:

- All budget figures must be goods and service tax (GST) exclusive i.e. deduct GST from quotes and invoices.
- If your organisation is not GST registered, 10% GST is added to your grant prior to assessment, but will not be itemised as GST.
- If your organisation is GST registered, 10% GST is added to your grant as an itemised GST gross-up.

An example budget table for a Pathways out of Homelessness Program is below:

Income (source of funding)	Amount (ex GST)	Project expenditure (description of work and name of supplier)	Amount (ex GST)
Brisbane City Council Pathways out of Homelessness grant program	$1.00	Project-specific administration	$1.00
Organisation's financial contribution to the project	$1.00	Project Staff costs	$3.00
Organisation's 'in-kind' contribution to the project	$1.00	Program delivery	$1.00
Organisation's contribution of time by paid staff and volunteers	$1.00	Specialist services	$1.00
Other grants e.g. State Government Grant (approved)	$1.00	Client-related project costs	$1.00
Other income	$1.00 $1.00 $1.00	Project items and equipment	$1.00
TOTAL INCOME	**$8.00**	TOTAL EXPENDITURE	**$8.00**

NOTE: Ensure all income and expenditure totals match.