## Information

The application process for these grants requires a budget that describes what the grant money will be used for.

The template below is designed to capture a clear breakdown of the financial requirements for your proposed project. Please fill out all relevant items concisely and refer to the grant guidelines for a list of activities that are not eligible for funding.

Examples provided in this template may not be indicative of actual expenditure costs. Text in red and italics is for guidance only and can be deleted in your final budget.

For any questions in how to fill out this template, please contact [aqip@deeca.vic.gov.au](mailto:aqip@deeca.vic.gov.au)

## Applicant details

|  |  |
| --- | --- |
| Applicant name: |  |
| Total grant amount requested: |  |
| Total co-contribution: |  |

## Funding Sources

Add or delete rows as necessary.

|  |  |
| --- | --- |
| Funding source description | Funding amount ($) |
| *E.g. AQIP Grant funding* | *$25,000* |
| *E.g. Lead applicant financial contribution* | *$10,000* |
| *E.g. Collaborative partner financial contribution* | *$10,000* |
|  |  |
| Total funding: | *$45,000* |

## Expenditure

Add or delete rows as necessary.

|  |  |
| --- | --- |
| Expense Item | Amount |
| *E.g. 1 x Project officer full time* | *$10,000* |
| *E.g. Purchase of equipment* | *$25,000* |
| *E.g. Installation of equipment* | *$5,000* |
| *E.g. Consultant services* | *$5,000* |
|  |  |
| Total expenditure | ***$45,000*** |

## Proposed Financial Milestones

The financial milestones will be used to form the payment schedule for a successful application. The total milestone amount should equal the total amount of grant funding requested in your application.

The financial milestones in this table are proposed only, the milestone schedule can be altered / negotiated prior to execution of the funding agreement.

Add or delete rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Proposed date of completion | Proposed milestone evidence | Amount |
| *E.g. Project plan completed* | *1 August 2025* | *Project plan submitted* | *$5,000* |
| *E.g. Installation of equipment* | *5 December 2025* | *Invoice for purchase of equipment, photographs of equipment on site* | *$15,000* |
| *E.g. Final report* | *9 February 2026* | *Final report submitted* | *$5,000* |
|  |  |  |  |
|  |  |  |  |
| Total expenditure |  |  | ***$25,000*** |

## Other

Use the space below to include any additional details if necessary.

|  |
| --- |
| *Insert additional text here.* |