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| 2025-26 Men’s Shed Funding Program |
| Budget template |
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# Instruction

This template is an option for applicants to help clearly articulate your budget and in-kind contributions. We encourage applicants to complete this template and upload:

* the completed template as an attachment to their application form
* evidence confirming all income sources as attachments to your application. This can be a screenshot of an account balance, or a letter of confirmation from a funding body, or similar.

Feel free to adjust the format of this template to suit your information.

# Income and expenditure table

Add/delete rows and descriptors as required.

| Income | Income amount | Expenditure | Expenditure amount |
| --- | --- | --- | --- |
| Grant funds | $ | Building materials | $ |
| Financial contributions from your organisation | $ | Administration | $ |
| Private Sector Other Income | $ | Construction costs | $ |
| Contributions (Philanthropic Trusts and Corporations) | $ |  | $ |
| Donations | $ |  | $ |
| Fundraising | $ |  | $ |
| Commonwealth grants | $ |  | $ |
| Other income | $ |  | $ |
| Total in-kind contribution | $ | Total in-kind contribution | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
| **Total income** | **$** | **Total expenditure** | **$** |

# In-kind contributions – financial

Discounts from suppliers can form part of the in-kind contribution towards the project from your organisation. These discounts should be:

* recorded on an invoice from the supplier
* uploaded as an attachment to your application.

| Donation or discount from a supplier | Value in $ |
| --- | --- |
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# In-kind contribution – non-financial

This section is for all non-financial in-kind contribution (e.g., volunteering hours). Please specify:

* who will volunteer
* how many hours
* at what calculated rate
* doing what task.

Please calculate the total value of your volunteering hours using the [Volunteer Replacement Cost Calculator](https://stateofvolunteering.org.au/volunteer-replacement-cost-calculator/) https://stateofvolunteering.org.au/volunteer-replacement-cost-calculator/.

Be sure to set the calculator to ‘Per Year’ to avoid the hourly rate being multiplied by 52 weeks.

| Who | Volunteer hours | Rate | Task | Value in $ |
| --- | --- | --- | --- | --- |
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# Additional information

Help text: Please provide any relevant context on:

* the budget
* financial contributions
* in-kind contributions proposed for the project (if relevant).

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To receive this information in another format, phone the Department of Families, Fairness and Housing on (03) 8633 4765 or via email at [mens.sheds@dffh.vic.gov.au](mailto:mens.sheds@dffh.vic.gov.au).

**Help for people with hearing or speech communication difficulties**

Contact us through the National Relay Service (NRS). For more information on the NRS visit [National Relay Service](https://www.accesshub.gov.au/about-the-nrs) https://www.accesshub.gov.au/about-the-nrs or call the NRS Helpdesk on 1800 555 660.

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Available at [Men’s Shed Program webpage](file:///C:\Users\dpen1802\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\N4JHYKMG\Men’s%20Shed%20Program%20webpage) https://providers.dffh.vic.gov.au/mens-shed-program

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