TOWN OF EAST FREMANTLE

TO: Executive Manager Finance & Administration. 9339 9317. john@eastfremantle.wa.gov.au

FROM: _____

DATE: _____

SUBJECT: **SPORTING CLUB & COMMUNITY GROUP
BUDGET REQUEST FORM – PART A**

Closing date: 11 February 2011

(insert project name)

	BUDGET YEAR
- If critical, state reasons:_____ _____	

PRIORITY RANKING	PRIORITY RANK
1 Urgent – Risk to people/property/service if not undertaken 2 External funding application 3 High – Current Year essential 4 Medium – Current Year preferable 5 Low	

BRIEF DESCRIPTION OF PROJECT:

LOCATION :

REASON/JUSTIFICATION FOR THE PROJECT:

Cost and funding of the project. Please complete the attached Form B worksheet.

If the request is to support a grant application to be lodged at a later date during the budget year then indicative amounts are adequate at this time.

Name and contact telephone number of person (and organisation if applicable) submitting the proposal:

Note: Submission of a budget request does not guarantee inclusion in the draft, final or future years budgets.

OFFICE USE ONLY	Yes No
Is this request included in initial draft budget?: Reason:	
Link to Strategic Plan - Key Result Area:	Programme/Activity:
Project number:	
Discussed at meeting:	Date:
	Date:
Approved for inclusion in final draft:	Yes No
Reason:	Approved/Rejected by:

TOWN OF EAST FREMANTLE
SPORTING CLUB COMMUNITY GROUP BUDGET REQUEST FORM - PART B

Project Cost	$ amount ex GST	$ amount inc GST	Quotes available?
Detailed breakdown of project			

	$ amount ex GST	$ amount inc GST	Quotes available?
Volunteer labour			
Donated materials			

A   **Total Cost of project**

Source of Funding	$ amount ex GST	$ amount inc GST	Funds confirmed?
Applicant's cash			
Volunteer labour			
Donated materials			
Local Government			

Grants - list provider(s)

	$ amount ex GST	$ amount inc GST	Funds confirmed?

B   **Total Revenue for project**

A must equal B