

Budget Items	Tick
Wage costs	
<ul style="list-style-type: none"> Have you identified the Award/Agreement under which the worker will be employed? 	
<ul style="list-style-type: none"> Have you identified the category of worker 	
<ul style="list-style-type: none"> Have you identified the level within the award at which the worker will be employed? 	
<ul style="list-style-type: none"> If staff are employed under the SOCIAL, COMMUNITY, HOME CARE AND DISABILITY SERVICES INDUSTRY AWARD 2010, have you allowed for the Equal Remuneration Case adjustment to the wage? 	
<ul style="list-style-type: none"> Is the staff person full-time, part-time, or casual? 	
<ul style="list-style-type: none"> Have you included an accrued annual leave component for F-T & P-T staff? 	
<ul style="list-style-type: none"> Have you included 17.5% leave loading on the accrued annual leave? 	
<ul style="list-style-type: none"> Have you included superannuation for any casual employee who earns more than \$450 in any month? 	
<ul style="list-style-type: none"> If casual, have you used the casual pay rate? 	
<ul style="list-style-type: none"> Have you allowed for workers' insurance for all staff members? 	
Consultant fees	
<ul style="list-style-type: none"> If you are using a consultant, have you detailed the work, they will perform AND listed their relevant qualifications or experience? 	
<ul style="list-style-type: none"> Have you attached two quotes for any consultant fees valued at more than \$1000 	
<ul style="list-style-type: none"> Have you confirmed the consultant carries public liability insurance? Request the policy amount and policy number. 	
<ul style="list-style-type: none"> Have you confirmed the consultant carries workers' compensation insurance? Request the policy number. 	
<ul style="list-style-type: none"> Have you confirmed the consultant carries professional indemnity insurance? Request the policy amount and policy number. 	
Venue hire/rent	
<ul style="list-style-type: none"> If you are requesting funds for Council facility or venue have you confirmed the rate of subsidy or fee waiver with Council facilities staff/ events coordinator? 	
<ul style="list-style-type: none"> Have you made a firm booking for a venue & times required? 	
<ul style="list-style-type: none"> Have you received a firm quote for the cost of the non-Council venue? This ensures the price will remain the same. 	
Equipment hire / purchase	
<ul style="list-style-type: none"> Have you included the price of any equipment hire and/or purchase costs? 	
<ul style="list-style-type: none"> Have you secured at least two quotes for the equipment purchase costs in excess of \$1000? This will secure the price. 	
<ul style="list-style-type: none"> Have you attached two quotes for any equipment purchases valued at more than \$1000? 	



Materials	Tick
<ul style="list-style-type: none"> Have you included the cost of any consumables / materials required by your project? 	
Design and Printing	
<ul style="list-style-type: none"> Will your project require any design work? 	
<ul style="list-style-type: none"> Have you received a quote for this work? 	
<ul style="list-style-type: none"> Have you included the price of design work in your budget? 	
<ul style="list-style-type: none"> Where design work is more than \$1000 have, you included a quote for it with your application? 	
<ul style="list-style-type: none"> Will your project require any professional printing services? 	
<ul style="list-style-type: none"> Have you received a quote for this work? 	
<ul style="list-style-type: none"> Have you included the price of printing in your budget? 	
Paid advertising	
<ul style="list-style-type: none"> Will your project require any paid advertising? 	
<ul style="list-style-type: none"> Have you received a quote for this work? 	
<ul style="list-style-type: none"> Have you included the price of the advertising in your budget? 	
Administrative Costs	
<ul style="list-style-type: none"> Will your project require any postage or other distribution costs? E.g. courier, hand delivery fees 	
<ul style="list-style-type: none"> Have you included the price of the postage / distribution in your budget? 	
<ul style="list-style-type: none"> Have you estimated your telephone costs? Consider <ul style="list-style-type: none"> landline, Will you have to purchase a mobile handset? Ongoing mobile call costs for worker, Internet access e.g. SIM card for an iPad or Toggle for a laptop. 	
<ul style="list-style-type: none"> Have you included these estimates in your budget? 	
<ul style="list-style-type: none"> How will you evaluate your project? 	
<ul style="list-style-type: none"> Who will complete this work? 	
<ul style="list-style-type: none"> Will you need to pay them? 	
<ul style="list-style-type: none"> Have you included the evaluation costs in your budget? 	
<ul style="list-style-type: none"> Will there be any travel undertaken by the worker in your project? 	
<ul style="list-style-type: none"> Have you costed this into your budget? (Rate = .78c per km) 	
<ul style="list-style-type: none"> Will there be any transport undertaken by the participants in your project? 	
<ul style="list-style-type: none"> If so have you included transport costs in your budget? 	
<ul style="list-style-type: none"> Will there be any catering costs associated with your project? 	
<ul style="list-style-type: none"> If so have these costs been included in your budget? 	
<ul style="list-style-type: none"> Will your project require public liability or other insurance? 	
<ul style="list-style-type: none"> If so, have these costs been included in your budget? 	