

GRANTS SCHEME — 2010

BUDGET INSTRUCTIONS

Overview

Budgets are required for all applications submitted to the Grants Scheme and should comply with the recommended format attached. This supporting information is to assist in the completion of the budget template, provided as a separate download from the ALTC website.

All costs should be quoted ex GST. All costs to be in whole dollars. The total funding amount requested from the ALTC should be rounded to the nearest \$1,000, with sub-totals adjusted accordingly.

Completing the Budget Format

Staged funding

Large projects will generally be undertaken within a 2 year period. Smaller projects should be completed in 1 year.

For projects over 12 months' duration, the project activities should be staged (Figure 1) and the budget should show the costs of each stage. These projects will receive payment in two tranches and the second payment is reliant upon the satisfactory achievement of Stage 1/Year 1 outcomes.

Normally each stage will be of twelve months' duration. Please specify the duration of each stage if it is other than twelve months.

Figure 1: Staging your budget

	Budget Stage 1/Year 1			Budget Stage 2/Year 2		
	ALTC \$	Other \$	Total \$	ALTC \$	Other \$	Total \$
PERSONNEL						
PROJECT SUPPORT						
<i>Sub total</i>						
PROJECT ACTIVITIES						
<i>Sub total</i>						
ATTENDANCE AT ALTC EVENTS						
<i>Sub total</i>						
INSTITUTIONAL OVERHEAD LEVY						
<i>Sub Total</i>						
Total per Stage/Year						
TOTAL PROJECT BUDGET						

Callouts in the diagram:

- 'Other' funding sources (points to the 'Other' column in Year 1)
- Staged funding – Year 1 (points to the 'Total' column in Year 1)
- Staged funding – Year 2 (points to the 'Total' column in Year 2)

Other

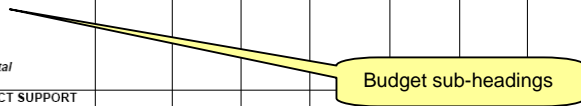
The budget includes an option for 'other' sources of funding (Figure 1) and this should include contributions from the lead institution or partners. This support may be in cash or in-kind. Other sources of funding are included here in order to show the total cost of the project.

Budget sub-headings

The budget should be grouped under specific sub-headings (Figure 2):

Figure 2: Budget line sub-headings

	Budget Stage 1/Year 1			Budget Stage 2/Year 2		
	ALTC \$	Other \$	Total \$	ALTC \$	Other \$	Total \$
PERSONNEL						
Sub total						
PROJECT SUPPORT						
Sub total						
PROJECT ACTIVITIES						
Sub total						
ATTENDANCE AT ALTC EVENTS						
Sub total						
INSTITUTIONAL OVERHEAD LEVY						
Sub Total						
Total per Stage/Year						
	ALTC	Other	Total			
TOTAL PROJECT BUDGET						



The required budget sub-headings include:

- **Personnel:**
This should include the salaries, wages and on-costs of personnel who have overall responsibility for managing and implementing the project. The level of each appointment and the hours per week (or percentage of time committed) should be specified. On-costs of up to 28% may be included.

Teaching relief up to a maximum of \$35,000 per year per institution is allowed, and require letters of agreement from the relevant Heads of School.
- **Project Support:**
This section must be completed, where the purpose of expenditure is logistical. Project Support includes all non-staff expenditure for the administration and day to day management of the project, not directly contributing to a specific project outcomes. For example, management meetings, stationery, travel, consumables.
- **Project Activities:**
This section must be completed where the purpose of expenditure is directly linked to a project deliverable.

All costs which directly contribute to a specified activity or outcome, including evaluation and dissemination, should be included here. For example: the hosting of

conferences and workshops, website development and hosting, publications (including production), dissemination, and project evaluation.

This also includes travel relating to specific activities, and personnel expenses if personnel are recruited for a specific project activity. For example a facilitator for a workshop, or an independent evaluator should be budgeted under Project Activities, as should travel to attend the workshop or to undertake the evaluation.

- Attendance at ALTC events:

The budget must include an allocation of \$3,000 for attendance at ALTC events during the course of the project. This funding is to be used for ALTC events only and unspent funds will need to be returned. For those institutions with a high travel cost, once this amount has been spent, the ALTC will consider applications for an additional allowance on a case by case basis. The full amount must be claimed in the Stage 1/Year 1 budget.

- Administration and Overhead Levy:

A maximum of 10% may be claimed toward institutional administration and overheads. This does not include overheads associated with salaries.

Non-approved Budget Items

As outlined in the Guidelines and Supporting Information 2010 document for this program, the grant may not be used for:

- Building works (including the purchase, construction, lease, renovation or fit-out of premises);
- Purchase of motor vehicles;
- Purchase of assets unless in exceptional circumstances specifically agreed to by the ALTC in approving the grant (this restriction would normally include computers, small digital devices etc which should be provided by the institution/s as a contribution to the project);
- Travel which is not directly related to achieving the outcomes of the project for which the grant was approved; or
- General recurrent funding.

Using the Budget Format

The **Budget Format – 2010 Grants Scheme** is available to download from the ALTC website. The format provided is an Excel worksheet.

Upon completion of the budget spreadsheet, please copy the Excel budget into your proposal document. Please use the Paste Special option to ensure that your budget retains its Excel functions, even though embedded in your Word file.