

# City of Canada Bay

## Community Grant Guidelines 2025

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*Community Project Grants*

*Event Grants*

*Environmental Grants*





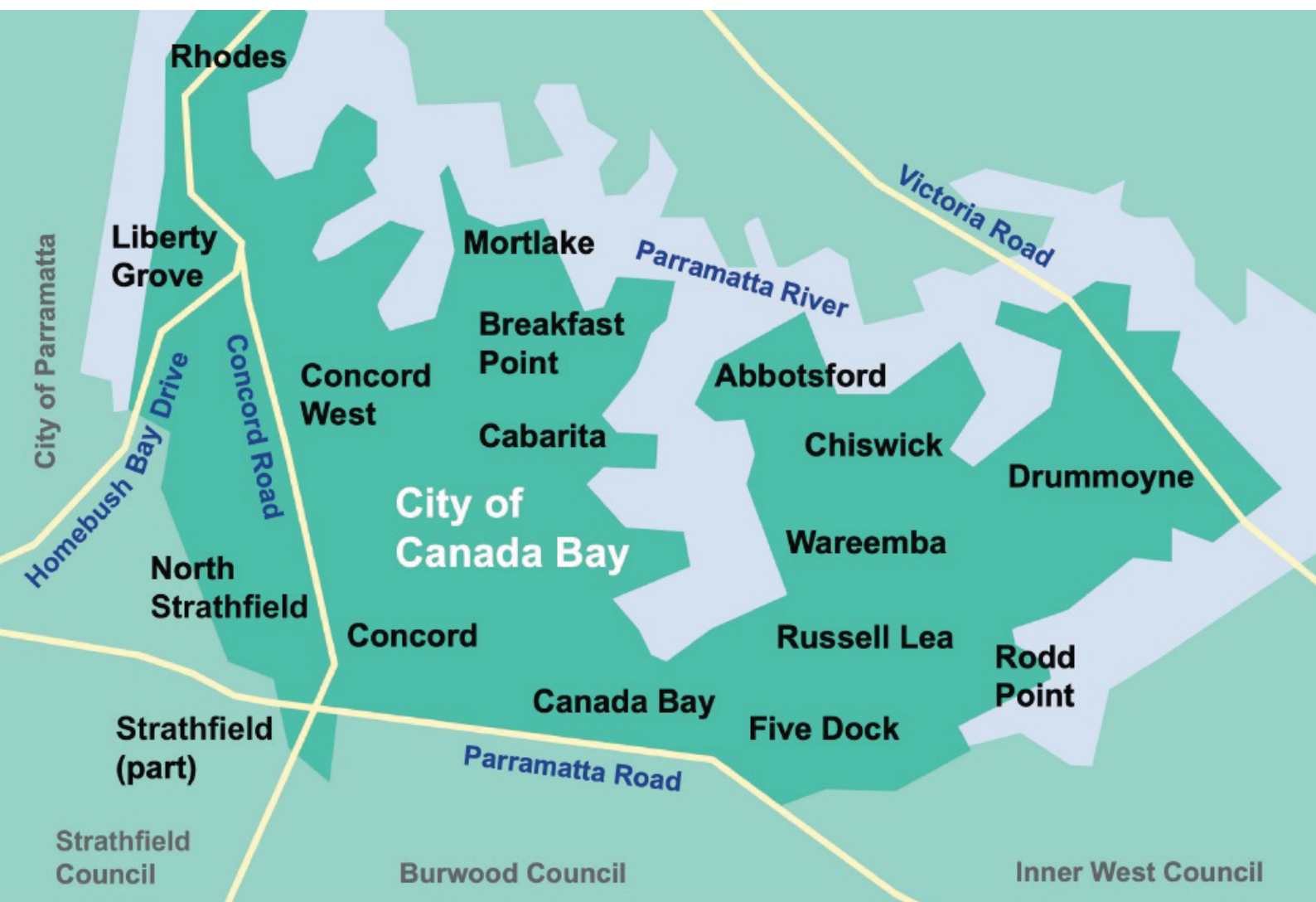
# CONTENTS

|                               |           |
|-------------------------------|-----------|
| About City of Canada Bay      | <b>02</b> |
| Community Grant Aim & Funding | <b>04</b> |
| Application Process           | <b>05</b> |
| Acquittal Requirements        | <b>07</b> |
| Community Project Grants      | <b>08</b> |
| Event Grants                  | <b>11</b> |
| Environmental Grants          | <b>14</b> |
| Budget                        | <b>18</b> |

# ABOUT CITY OF CANADA BAY

## Canada Bay is in the inner suburbs of Sydney

The City of Canada Bay Local Government Area (LGA) is located on the banks of the Parramatta River, approximately 6 kilometres from the Sydney Central Business District (CBD) and is bounded by the neighbouring LGAs of the Inner West, Burwood, Strathfield and Parramatta, and the Parramatta River.



Map of City of Canada Bay

# If Canada Bay had 100 people:



# If Canada Bay had 100 households:



# COMMUNITY GRANT AIM

City of Canada Bay aims to provide grant opportunities for community projects which align with the priority areas identified in our Community Strategic Plan and other relevant Council plans.

## AVAILABLE FUNDING GRANT SUMMARY

| Grant Stream                    | Category                             | Funding Amounts per Application    |
|---------------------------------|--------------------------------------|------------------------------------|
| <b>COMMUNITY PROJECT GRANTS</b> | Social Connection Grants             | \$2,000                            |
|                                 | Community Development Project Grants | \$7,500                            |
| <b>EVENT GRANTS</b>             | Small Events                         | \$2,500                            |
|                                 | Medium Events                        | \$7,500                            |
|                                 | Major Events                         | \$15,000<br>(Matched Contribution) |
| <b>ENVIRONMENTAL GRANTS</b>     | Support Grants                       | \$1,000                            |
|                                 | Development Grants                   | \$3,000                            |

# APPLICATION PROCESS

Prior to applying for funding, ensure you have thoroughly reviewed the guidelines.



If English is not your first language, you can use the Translating and Interpreting Service (TIS National) **131 450**. TIS National is free and is available 24 hours a day, 7 days a week.



If you are deaf and/or find it hard hearing or speaking with people who use a phone, the National Relay Service (NRS) can help you:

- **Voice Relay number:** 1300 555 727
- **TTY number:** 1800 555 677
- **SMS relay number :** 0423 677 767

*It is recommended that you discuss your application with a member of the grants team prior to applying.*

## COMMUNITY PROJECTS GRANTS



**Ph:**  
9911 6555



**Email:**  
[community.grants@canadabay.nsw.gov.au](mailto:community.grants@canadabay.nsw.gov.au)



## EVENT GRANTS



**Ph:**  
9911 6555



**Email:**  
[events.grants@canadabay.nsw.gov.au](mailto:events.grants@canadabay.nsw.gov.au)



## ENVIRONMENTAL GRANTS



**Ph:**  
9911 6555



**Email:**  
[environment@canadabay.nsw.gov.au](mailto:environment@canadabay.nsw.gov.au)



# TIMEFRAME

**Funding rounds open for applications.**

**5 February 2025**

All applications must be submitted online.

**Click the link:**

<https://www.canadabay.nsw.gov.au/community/get-involved/community-funding>

*\*Organisations can submit a total of 2 applications per year. Applications must be for different projects.*

**Applications close**

**21 March 2025**

Late applications will not be considered.

**Applications are reviewed by internal assessment panels.**

**April-May 2025**

Recommendations for funding will be endorsed by Council in May/June 2025.

**You will be notified of the outcome of your application in writing.**

**June-July 2025**

Successful applicants will be required to complete a funding agreement.

Unsuccessful applicants are encouraged to seek feedback.

*\*Announcement of outcome will be made in June for environmental grant applicants.*

**Successful applicants must complete an acquittal/evaluation report at the completion of their project**

**June 2026**

Acquittals must be submitted within 12 months of awarding the grant or as stated in the funding agreement.

# ACQUITTAL REQUIREMENTS



| Funding Amount                          | Acquittal/Reporting Requirements   |
|---|--|
| For funding up to \$5,000               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed City of Canada Bay acquittal form, submitted via SmartyGrants.</li> <li><input type="checkbox"/> Provide receipts as proof of expenditure of funding.</li> <li><input type="checkbox"/> Provide photographs, flyers or other material relevant to the project.</li> <li><input type="checkbox"/> Provide proof of acknowledgment of Council's support e.g. "Supported by City of Canada Bay" logo on promotional material.</li> </ul>  |
| For funding between \$5,001 to \$14,999 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed City of Canada Bay acquittal form, submitted via SmartyGrants.</li> <li><input type="checkbox"/> Provide receipts as proof of expenditure of funding.</li> <li><input type="checkbox"/> Provide photographs, flyers or other material relevant to the project.</li> <li><input type="checkbox"/> Provide proof of acknowledgment of Council's support e.g. "Supported by City of Canada Bay" logo on promotional material.</li> <li><input type="checkbox"/> Provide a financial report of the project expenditure.</li> <li><input type="checkbox"/> Activities that included a fundraising component must include evidence of the donation e.g. receipt.</li> </ul>  |
| For funding \$15,000 and over           | <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed City of Canada Bay acquittal form, submitted via SmartyGrants.</li> <li><input type="checkbox"/> Clear evidence of the outcomes of the project and how this has been measured.</li> <li><input type="checkbox"/> Provide receipts as proof of expenditure of funding.</li> <li><input type="checkbox"/> Provide photographs, flyers or other material relevant to the project.</li> <li><input type="checkbox"/> Provide proof of acknowledgment of Council's support e.g. "Supported by City of Canada Bay" logo on promotional material.</li> <li><input type="checkbox"/> Provide an audited financial report of the project expenditure.</li> <li><input type="checkbox"/> Activities that included a fundraising component must include evidence of the donation e.g. receipt.</li> </ul> |



# COMMUNITY PROJECT GRANTS

The City of Canada Bay Community Project Grants aim to facilitate a connected and inclusive community where people are engaged and supported to participate. Community organisations are funded via this program for one-off projects to achieve this aim.

**Projects must align with the outcomes or issues identified in the following Council Documents:**

[Community Strategic Plan](#) (especially Key Direction 1 - Connected Community), [Disability Inclusion Action Plan](#), [Social Issues Paper](#).

*For more information about these plans visit [canadabay.nsw.gov.au](http://canadabay.nsw.gov.au).*



**For further information or assistance to apply for a Community Grant:**

**9911 6555**



## Eligibility:

*Who is eligible to apply and type of projects*

- Not-for-profit incorporated organisations (unincorporated not-for-profit groups can apply if they have an incorporated not-for-profit group acting as an auspice).
- Organisations can submit up to two application per year (must be for different projects).
- Organisations to auspice up to two groups per year (in addition to up to grant applications from the organisation).
- Project must be located in City of Canada Bay or primarily service residents of the area.
- Applicant must have acquitted previous funding.
- Project must take place within the grant funding period (retrospective, recurrent or ongoing funding will not be provided).
- Applicants must provide a quote for items over \$1,000.
- Catering costs can be no more than 10% of total budget or up to \$300 (whichever is greater).
- Equipment is eligible in the Social Connections Grants category only and the application must demonstrate how the equipment provides community benefit (equipment or uniforms for individual use are not eligible).
- Projects that involve working with children must demonstrate compliance with child safe guidelines and working with children legislation.
- Projects must demonstrate that they have suitable insurance.
- All requests for funding and in-kind support must be included in the grant application (Council will not provide additional support for grant funded projects outside of the grants program).

## Ineligibility:



### *Ineligible Applicants Include:*

- Sole-traders or for-profit businesses/ activities.
- Organisations that have an outstanding debt to City of Canada Bay or breach existing Council policies.
- Political parties, schools (including P&C activities that primarily benefit a particular school), tertiary institutions or government organisations.



### *Ineligible Projects Include:*

- Duplication of existing programs or projects (including projects funded by other Council funding streams).
- Projects where the primary purpose is fundraising or sponsorship.
- Projects seeking prize money or gifts for attendees.
- Religious activities that promote a single faith.
- Conference or academic course fees.
- Funding for ongoing operational expenses such as rent, staff wages, office equipment, insurance and IT resources/ licences.
- Projects that do not meet the identified priority needs of City of Canada Bay.
- Capital works on Council-owned or privately owned facilities.

## ASSESSMENT CRITERIA

|   |     |   |
|---|-----|---|
| <p><b>1) Project Details</b></p> <p>What are you doing?<br/>(Who, What, Where, When, How, Why?)</p>   | 15% | <p>a. Project is clearly defined with the proposed activities and timeframes</p>  |
| <p><b>2) Outcomes</b></p> <ul style="list-style-type: none"> <li>• How will your project benefit the community?</li> <li>• How does this align and address identified needs in the City of Canada Bay?</li> <li>• How will you measure the success of the program? Did it achieve the intended outcomes?</li> </ul> | 25% | <ul style="list-style-type: none"> <li>a. Project will have positive community outcomes</li> <li>b. Project responds to an identified need or issue</li> <li>c. Project aligns with relevant Council plans and strategies and the priority outcomes of the Community Projects Grants</li> <li>d. Plan on how you would evaluate your project</li> <li>e. Outlines how outcomes are measured and achievement demonstrated (for example, number of attendees, feedback from participants, photos of events or products produced)</li> </ul> |
| <p><b>3) Capacity Building</b></p> <p>How will this project increase participation from the community and/or improve the capacity of the organisation?</p>  | 20% | <p>a. Project increases participation from the community and/ or improve the capacity of the organisation to service the community</p>  |
| <p><b>4) Budget</b></p> <ul style="list-style-type: none"> <li>• How much are you seeking?</li> <li>• How will you spend the money? Please itemise.</li> <li>• Are there any other sources of funding including in-kind contributions?</li> </ul>   | 20% | <ul style="list-style-type: none"> <li>a. Budget is well researched with evidence for costings for all project expenses (include quotes for items over \$1000)</li> <li>b. Project includes a breakdown of expenses including any other sources of funding and in-kind contributions</li> </ul>   |
| <p><b>5) Capacity and Expertise</b></p> <ul style="list-style-type: none"> <li>• Tell us about your organisation's ability to manage the project.</li> <li>• Are you working with other groups or organisations?</li> </ul>   | 20% | <ul style="list-style-type: none"> <li>a. Organisation demonstrates experience and resources required to manage the project</li> <li>b. The project has community support (for example, involves partnerships or opportunities for contribution/ collaboration)</li> </ul>  |

## SOCIAL CONNECTION GRANTS

FUNDING UP TO \$2,000

### Priority Outcomes

- Increase participation in community activities.
- Improve connections and social networks.
- Increase the social and physical well-being of residents.

### What types of Projects have been funded:

- Local programs and activities to highlight social connection and inclusion e.g. Neighbour Day.
- Equipment to enhance community participation and/or safety.
- Small projects to increase participation in community activities.



## COMMUNITY DEVELOPMENT GRANTS

FUNDING UP TO \$7,500

### Priority Outcomes

- Address issues that cause disadvantage and inequities, particularly identified within City of Canada Bay's [Social Issues Paper](#) and [Disability Inclusion Action Plan](#); and
- Strengthen networks and partnerships between community organisations and groups; and may include:
  - Improve access to community services and resources
  - Community festivals, programs and activities for example, City of Canada Bay's Seniors Festival 2026 (aligned to the outcomes of the [NSW Seniors Festival](#)) and International Day of People with Disability.

### What types of Projects have been funded:

- Community events e.g. Youth Week activities.
- Workshops to build employment experience for people with a disability.
- Projects to provide support to people from culturally and linguistically diverse backgrounds to access services.
- Projects to encourage and support the engagement of community volunteers.



# EVENT GRANTS

The Event Grants aim is to support community-based events and festivals which activate public areas, connect people to place and promote the diverse community and culture of the City of Canada Bay.

**Projects must align with the outcomes identified in the following Council Documents:**

[Community Strategic Plan](#), [Our Creative City - Cultural Plan 2033](#),  
[Our City after 5: Evening Economy & Activation Plan](#)

*For more information about these plans visit [canadabay.nsw.gov.au](http://canadabay.nsw.gov.au).*



**For further information  
or assistance to apply  
for an Event Grant:**

**9911 6555**

## Eligibility:

*Who is eligible to apply and type of events*

- Not-for-profit incorporated organisations (unincorporated not-for-profit groups can apply if they have an incorporated not-for-profit group acting as an auspice).
- Event must take place within City of Canada Bay and primarily service residents of the area.
- Must be a free community event or have a significant portion of the event that is free.
- Select event grant scale that supports feasible delivery of your event ([Page 13](#)).
- Applicant must have acquitted previous funding.
- Event must take place within the funding period (retrospective, recurrent or ongoing funding will not be provided).
- Provide a Public Liability Insurance (PLI) Certificate of Currency to the value of \$20 million or provide written commitment to obtaining the required PLI insurance if event grant is awarded.
- Provide copies of relevant licences and permits including venue/park bookings (if applicable).
- Must be able to provide an event risk assessment and other required documentation.
- Events that involve working with children must demonstrate that they can comply with child safe guidelines and working with children legislation.
- Provide an itemised feasible and balanced budget that demonstrates event expenses are cost effective and value for money (Quotes required for any items over \$1,000).
- Promotion and advertising costs can be no more that 10% of the total grant.
- Catering costs can be no more than 10% of total budget or \$300 (whichever is greater).
- Include all funding requests in the grant application, including all requests for fee waivers such as venue hire and traffic control (Council will not provide in-kind support for funded events outside of the grant program).

## Examples of eligible grant funded items for your event:



Performers/entertainment



Event services; Security, Cleaning, Event bin hire, Traffic management plans and implementation



Event equipment hire



Professional event management staff



Event styling and decorations



Publicity and promotion.  
(no more than 10% of grant budget)



Catering costs (no more than 10% of grant budget, or \$300 - whichever is greater)

## Ineligibility:



### Ineligible Applicants Include:

- Sole-traders or for-profit business/event.
- Organisations that have an outstanding debt to City of Canada Bay.
- Political parties, schools, tertiary institutions or government organisations.



### Ineligible Events Include:

- Event where the primary purpose is fundraising.
- Applicants seeking prize money or gifts for attendees.
- Events that breach existing Council policies.
- Religious events that promote a single faith.
- Conference or academic course fees.
- Funding for ongoing operational expenses such as rent, staff wages, office equipment, insurance and IT resources/ licences.
- Events that do not meet the identified priority needs of City of Canada Bay.



## ASSESSMENT CRITERIA

|   |     |  |
|---|-----|--|
| <p><b>1) Event Details</b></p> <p>What are you doing?<br/>(Who, What, Where, When, How, Why?)</p>   | 20% | <p>a. Has a clearly defined event plan with proposed activities and timeframes listed</p>  |
| <p><b>2) Outcomes</b></p> <ul style="list-style-type: none"> <li>• How will your project benefit the community?</li> <li>• How does this align and address identified needs in the City of Canada Bay?</li> <li>• How will you measure the success of the program? Did it achieve the intended outcomes?</li> </ul> | 20% | <p>a. Aligns with relevant Council plans and strategies</p> <p>b. Provides evidence of measurable and achievable outcomes for the community</p> <p>c. Provides evidence of how the outcomes will be measured e.g. number of attendees, feedback from participants, photos of event(s)</p>  |
| <p><b>3) Capacity Building</b></p> <p>How will this project increase participation from the community and/or improve the capacity of the organisation?</p>  | 20% | <p>a. Provides evidence of how the event will encourage community participation and engagement</p> <p>b. Provides evidence of how the organisation will enhance sponsorship and funding interest from other sources (including for future events)</p>  |
| <p><b>4) Budget</b></p> <ul style="list-style-type: none"> <li>• How much are you seeking?</li> <li>• How will you spend the money? Please itemise.</li> <li>• Are there any other sources of funding including in-kind contributions?</li> </ul>   | 20% | <p>a. Provides a well-researched budget with evidence of costings for all event expenses (include quotes for items over \$1,000)</p> <p>b. The budget is feasible and represents value for money</p> <p>c. (Where required) budget clearly shows evidence of other income streams to support the event</p>   |
| <p><b>5) Capacity and Expertise</b></p> <ul style="list-style-type: none"> <li>• Tell us about your organisation's ability to manage the project.</li> <li>• Are you working with other groups or organisations?</li> </ul>   | 20% | <p>a. Provide evidence of organisation's prior event management experience or ability to deliver the event</p> <p>b. Provide evidence of community support for the event e.g. identify partnerships or opportunities for contribution from other sources</p> <p>c. Provide evidence of the ability to deliver the event in a safe and compliant manner</p> |



## SMALL EVENT

FUNDING UP TO \$2,500

Your event may be **SMALL** if it:

- Is likely to have 500 or less attendees.
- Is held indoors or in a small outdoor area.
- Targets a specific demographic or section of the community.

## MEDIUM EVENT

FUNDING UP TO \$7,500

Your event may be **MEDIUM** if it:

- Is likely to have 1,000 or less attendees.
- Is held outdoors in an open space.
- Targets a major section of the community.



## MAJOR EVENT

FUNDING UP TO \$15,000  
(Matched Contribution)

Your event may be **MAJOR** if it:

- Is likely to have over 1,000 attendees.
- Is held outdoors in a large open space.
- Targets the broader community.
- Partners with various other organisations and businesses which contribute financially to the event.
- Involves significant infrastructure.



*\*Note: Must demonstrate matched funding or contribution such as hire of equipment, advertising & promotion, staging related expenses.*

*\*\*Volunteer hours & performance fees cannot be included as an in-kind expense in this category.*

# ENVIRONMENTAL GRANTS

Council is offering Environmental Grants to support sustainability and biodiversity projects in our local community. The grants program supports projects that promote sustainability outcomes including behaviour change, community engagement and increased skills and ability to participate in achieving environmental outcomes (that is, more than just infrastructure programs).

This program supports the achievement of Council's strategic sustainability objectives as outlined in the [Environmental Strategy](#), the [Resource Recovery & Waste Strategy](#), and the [Community Strategic Plan](#).

*For more information about these plans visit [canadabay.nsw.gov.au](http://canadabay.nsw.gov.au).*



For further information  
or assistance to apply for  
an Environmental Grant:

**9911 6555**



The objectives of the Environmental Grants program are:



To encourage and support environmental and sustainability outcomes in City of Canada Bay.



To foster community engagement in projects that protect or enhance the environment.



To achieve outcomes aligned with goals and targets within Council's Environmental Strategy, Resource Recovery & Waste Strategy and the Community Strategic Plan.



To encourage projects that develop knowledge, skills and active involvement about and for the environment.

## Applicants Eligibility

Who is eligible to apply and type of projects



### Eligible Applicants Include:

- Schools.
- Local incorporated not-for-profit organisations can apply including community groups, school Parents & Citizens groups, community-based early learning centres and conservation groups.
- Unincorporated community groups, only if sponsored by an incorporated organisation to support your group application. This means the sponsoring body agrees to and is responsible for administering the grant funding, financial expenditure, project progress, and reporting. When choosing a sponsor, we encourage you to choose one that is relevant to the sector and that can support the implementation of your project.



### Ineligible Applicants Include:

- State government organisations.
- Political parties.
- For profit organisations and businesses.
- Applicants with outstanding debts.
- Applicants with outstanding grant acquittals from previous Council grant funding.



### Ineligible Projects Include:

- Projects that have already been completed.
- Fundraising activities or contributions to individuals.
- Staffing or operational costs (excluding suppliers/contractors such as landscape architects).
- Projects that are undertaken for commercial purposes.
- Projects that have already been allocated funds from another source.

## Application and Assessment Process

Projects will be assessed on their merit, and how well they meet the selection criteria.

### Examples of projects that may be considered include:

- litter education and prevention.
- water conservation and saving initiatives.
- energy conservation and saving initiatives.
- waste avoidance, minimisation and management.
- native gardens.
- construction of vegetable, permaculture or no-dig gardens.





## Essential Criteria

The following criteria will be applied in assessing and prioritising project proposals:

- 1** The application must demonstrate a clear rationale for the initiative with key deliverables clearly stated that address at least one of the funding priority areas:
  - Climate change mitigation and adaptation
  - Protection and enhancement of the natural environment
  - Reduction in resource consumption such as water, energy or gas
  - Waste minimisation - resource recovery projects that focuses on re-use, waste reduction and/or recycling.
  - Sustainability education and community engagement
- 2** Demonstrate a positive environmental impact in the short and long term with measurable outcomes.
- 3** Demonstrate clear and achievable outcomes.
- 4** Capacity and demonstrated ability that the applicant is able to successfully undertake and deliver the project within the agreed timeframe.
- 5** Demonstration of a realistic budget with breakdown of proposed income and expenditures.
- 6** The project can demonstrate links to Council's strategic sustainability outcomes.
- 7** Evidence of collaboration and partnerships with other organisations.
- 8** Long term sustainability of project past the grant funding timeframe.
- 9** Projects intending to conduct on-ground activities on Council land need to obtain a letter of support from the relevant Council department. This requirement ensures alignment with current works programs and management plans.



## ASSESSMENT CRITERIA

|   |     |  |
|---|-----|--|
| <p><b>1) Clear evidence project will address the City of Canada Bay's identified needs</b></p> <p>What are you doing?<br/>(Who, What, Where, When, How, Why?)</p>   | 20% | <p>a. Aligns with relevant Council environmental, biodiversity or waste plans or strategies</p> <p>b. A creative, innovative or robust project that demonstrate a clear vision and delivery of environmental outcome(s)</p>  |
| <p><b>2) Outcomes</b></p> <ul style="list-style-type: none"> <li>• How will your project benefit the community?</li> <li>• How does this align and address identified needs in the City of Canada Bay?</li> <li>• How will you measure the success of the program? Did it achieve the intended outcomes?</li> </ul> | 20% | <p>a. Provides evidence of measurable and achievable outcomes for project</p> <p>b. Provides evidence of how the outcomes will be measured e.g. amount of waste reduced, feedback from participants, etc.</p>  |
| <p><b>3) Capacity Building</b></p> <p>How will this project increase participation from the community and/or improve the capacity of the organisation?</p>  | 20% | <p>a. Provides a clear strategy for education and/or engagement of the community, participants and/or audience</p> <p>b. Involvement of multiple stakeholders from the wider community</p> <p>c. Effective promotion of project outcomes to a wide audience, this includes recognition of Council's contribution</p> |
| <p><b>4) Budget</b></p> <ul style="list-style-type: none"> <li>• How much are you seeking?</li> <li>• How will you spend the money? Please itemise.</li> <li>• Are there any other sources of funding including in-kind contributions?</li> </ul>   | 20% | <p>a. Provides a clear and well-balanced budget which demonstrates matching funds including funding from other streams, cash contribution and in-kind contribution, if appropriate.</p> <p>b. The budget is realistic and represents value for money.</p>  |
| <p><b>5) Capacity and Expertise</b></p> <ul style="list-style-type: none"> <li>• Tell us about your organisation's ability to manage the project.</li> <li>• Are you working with other groups or organisations?</li> </ul>   | 20% | <p>a. Provides evidence of organisation's ability to manage a similar project.</p> <p>b. Provides evidence of community support for the project e.g. identify partnerships or opportunities for collaboration from other areas.</p>  |

## Available Funding

A total of \$30,000 in grant funding is available in two different categories:



### SUPPORT GRANTS

FUNDING UP TO \$1,000

To expand on existing projects.



### DEVELOPMENT GRANTS

FUNDING UP TO \$3,000

For the implementation of new projects.

**Grant amounts are cash values excluding GST.**



Grant funding will take the form of a financial payment only. If part funding is offered by Council, the applicant may be required to submit a revised budget to Council to demonstrate the project can be delivered with partial grant funding. Part of the assessment will be to establish the financial need of the organisation to access Council funded programs.

# BUDGET

All applications are required to provide a balanced and realistic budget outlining all sources of income and expenditure for the project/event.

## Budget Tables

### STEP 1

#### INCOME

- List the anticipated amount you are expecting as a City of Canada Bay grant applicant.
- List other sources of income such as other grants, contributions from your organisation etc.

### STEP 2

#### IN-KIND CONTRIBUTIONS

- List any in-kind support (non-monetary donation or contribution) your organisation can provide and the estimated dollar value e.g. volunteer hours, venue hire.

### STEP 3

#### EXPENDITURE

- Clearly list all items that you will be paying for as part of your project. This should include in-kind amounts you are anticipating from Council e.g. venue hire.
- Quotes or estimates from suppliers are required for all items over \$1,000.

### STEP 4

#### BALANCE

- The income amount (**Step 1**) should be equal to expenditure amount (**Step 3**). In-kind amounts will support your application but will not be included in the total.

