

**BUSINESS RECOVERY GRANTS PROGRAM 2020/21 – Project Plan, Budget & Letter of Support Templates**

**PROJECT TITLE:**

**BUSINESS / COMPANY:**

**PROJECT PLAN**

Task #	TASK DESCRIPTION	LEAD BY	START DATE	END DATE	TOTAL DAYS	NOTES / COMMENTS

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### GRANT BUDGET TABLE

Funding	\$ Amount	Funding Expenditure	\$ Amount	Quote Attached if $\geq$ \$500 (Y/N)
<b>TOTAL</b>			<b>TOTAL</b>	
			<b>BALANCE</b>	

#### Notes:

1. **FUNDING** – List all Funding for Project; including requested grant funding and additional funding being used.
  - a. **TOTAL** – Add all funding lines together and enter in **TOTAL** box
2. **FUNDING EXPENDITURE** – List all expenditures for the project; remember quotes are required for any item \$500 and over.
  - a. **TOTAL** – Add all funding expenditure lines together and enter in **TOTAL** box
  - b. All expenditures from \$500 and above require a quote to be submitted with the grant application.
  - c. Projects using Darebin businesses for expenses purchases are weighted higher than those from non-Darebin businesses.
3. **BALANCE** – The end balance is TOTAL FUNDING – TOTAL EXPENDITURE and should be \$0.00 when completed correctly.
4. Please refer to the Information Booklet and FAQs for further details on what can be funded through these grants.
5. Don't hesitate to contact the Recovery Grants team for further support and questions.

Contact the Customer Service Team on **8470 8888** (Mon to Fri; 9.00am - 5.00pm) and ask for **Recovery Grant Support** or email [recoverygrants@darebin.vic.gov.au](mailto:recoverygrants@darebin.vic.gov.au)

# **BUSINESS RECOVERY GRANTS PROGRAM 2020/21 – Project Plan, Budget & Letter of Support Templates**

14 August 2020

<insert Business Names>  
<insert Business Address>  
<insert business suburb, post code and state>  
<email address>  
<insert phone number>

## **Re: Letter of Support and Participation in Collective Business Recovery Grant Application**

Dear City of Darebin Recovery Grants,

I am / we are writing in support of the application for the Collective Grant in the Business Recovery Grants and can confirm our intention to support and participate for this project <project name can be inserted>.

<insert any additional information or details to express your support and involvement with application and/or project>.

Please don't hesitate to contact me should you need any further confirmation or have any questions.

Sincerely,

<insert Signature>

<insert name>

<insert position within Business>