

It is important that you complete the budget sheet provided as part of the RADF Application Form. The best way to develop a RADF budget is to complete each section in the following order:

1. Project expenditure
2. Project income
3. Breakdown of requested RADF funding

This example is a budget for an application for funding towards the costs of running a painting workshop.

Budget Notes:

When you have completed your budget the Total Expenditure and Total Income must be equal.

The RADF grant should be listed twice – once in the income column and once in the expenditure column.

3.1 PROJECT BUDGET – INCOME & EXPENSES				
EXPENDITURE	TOTAL COST (of each expenditure item)	RADF	INCOME	TOTAL AMOUNT (of each income item)
Salaries, Fees & Allowances			Earned Income (if applicable, income earned from project)	
Fees for art teacher	1000	1000	Workshops Fees (10 @ \$30pp)	300
Meals and incidentals	270	0		
Travel	150	150		
Production/Program Costs (materials, preparation, equipment)			Contribution from Artist & other (cash, in-kind, self-investment, value of materials which are to provide in-kind)	
Venue Hire	550	400	Project Coordinator	250
Hire of equipment	275	0	Insurance (applicant)	300
			Phone Calls/postage (applicant)	80
Promotion, Documentation & Marketing			Other Grants (Australia Council, Education QLD, Local Government, Federal Government)	
Advertising in local paper	200	100	Gambling Benefit Fund	500
Printing Flyers etc	200	100		
Photocopying of template	125	0		
Administration (office costs and admin overheads)			Sponsorship, Fundraising & Donations	
Coordinator of Project	250	N/A	Raffles	120
Public liability insurance	300	N/A	Donation from CACH	100
Phone calls/postage	80	N/A		
RADF GRANT (TOTAL FROM COLUMN 3)		1750	RADF GRANT	1750
TOTAL EXPENDITURE	3400		TOTAL INCOME (TOTAL INCOME + RADF GRANT)	3400

Project Expenditure

List all the possible expenses associated with the activity even if they are not intended to be covered by the grant. This is important as it identifies the full cost of your activity.

Remember that not every item in your expenditure column is eligible for RADF support.

Evidence of the expenditure costs quoted, such as letters from the arts workers, insurance companies, travel costs, venue hire will strength your application.

If you don't provide relevant support material for the budget, the RADF Committee may ask you to show evidence of these costs before they will approve your application. This may apply to all items, not just the ones for which you are requesting RADF support.

Read through the following checklist to ensure you have covered all the likely costs in your budget. This list covers items for a range of activities so only include what is appropriate for your project.

Salaries, Fees, and Allowances

This section of the budget refers to wages and/or fees and expenses paid to all artists/arts workers/admin personnel etc. Participating in the activity.

Creating staff might include production/technical staff helping to produce a performance, broadcast, publication, or recording.

- | | | |
|---------------------|---------------------------------|--------------------------------------|
| - Musical Director | - Composer | - Conductor |
| - Artistic Director | - Associate Director | - Director |
| - Choreographer | - Librettist | - Designer |
| - Writer | - Translators and Editors | - Producers |
| - Stage Manager | - Recording Engineer, Mechanics | - Tutors/support workers for artists |

Include your own expenses where appropriate:

- Marketing and Promotion
- Associated on-costs.
- Travel, accommodation, touring costs.
- Holiday pay, leave loading, workers compensation, superannuation, payroll tax, staff amenities, staff, and volunteer insurance.

Please note that an *Eligibility Checklist for Professional and Emerging Professional Artists* must be completed for each artist and arts workers whose fees are being applied for as part of the RADF grant.

Production/Program Costs

These items can include:

- Costs directly related to the activity (other than salaries, fees and allowances)
- Archival documentation, commissions, royalties, conferences, equipment expenses
- Exhibitions (including exhibition development, touring, and international projects); freight packing and crating; gallery/venue hire (other than regular gallery space)

- Installations; materials; seminar/workshops costs; opening/launch costs, etc.
- Production costs
- Costumes, equipment hire and maintenance costs, fares and travel, freight, lighting, sound, staging, ticketing
- Recording costs and/or audio costs
- Soundtracks, musical instruments and equipment, amplification, studio hire
- All costs associated with the preparation and generation of sound for a production
- Recording and/or pressing costs
- Props, costumes, lighting, slides, video, film, special effects.

Promotion, Documentation & Marketing

These might include:

- Advertising – press and electronic; other printed or promotional materials, marketing, and audience initiatives; other services used directly in posters, programs, photos, or videos
- Marketing and audience initiatives – excluding expenditure on personnel, production, touring, administration costs

Administration Costs

These might include:

- Audit and accounting expenses
- Office supplies, printing
- Legal and license fees
- Bank charges and taxes
- Telephone costs
- Insurance [pro rata for duration of project] public liability, equipment, workers' compensation, volunteers' insurance
- Consumables
- Electricity

Note that items listed above are not necessarily eligible for RADF support but need to be included in the expenditure column where relevant to give an accurate summary of the project costs.

RADF GRANT (total column 3)

This is the total amount of the RADF grant being applied for.

Check the RADF Guidelines – *Information for Applicants* to find out which costs are eligible to include in the RADF grant application or contact your RADF Liaison Officer.

Project Income

List all the **possible** income associated with your activity. Read this checklist to ensure you have covered all the likely sources of income in your budget. The following list covers a range of activities, so only include what is **appropriate** for your budget.

Earned Income

These items might include:

- Publications/merchandise sales
- Ticket sales, admission fees, performance income
- Sale of product
- Membership/subscription fees
- Workshop fees
- Contract/broadcast fees and recording; any sundry income such as bank interest

Example: how to estimate *projected* income from a workshop

Q: How many people can attend?

A: 20 Maximum

Q: What is the cost?

A: \$60 per person

A good rule of thumb is to calculate 50% of the total possible income as you might not be able to fill the class.
20 people at \$60 = \$1200 = **\$600** - This is your *projected* income.

Example: how to estimate projected income from a performance

Q: What is your average ticket price?

A: \$20

Q: What is the maximum capacity of the venue?

A: 100

Q: How many shows?

A: 10

100 seats x 10 shows = 1000 seats

1000 seats at \$20 = \$20,000

50% = \$10,000 - This is your projected income.

Contribution from Artists and others (please note if this is in-kind)

Example:

The project coordinator in the example on page one is \$250. This is a volunteer position, and no payment is made. You can also estimate an administration fee based on 10% - 15% of the total cost of the activity. The cost of insurance, phone and postage is covered by the applicant organisation.

Other Grant Income

This might include:

- Grant funding confirmed or received, from any other funding source, for components of this project which are not included in the RADF column of your budget; or
- Any other grants you have applied for that have not yet been approved (please indicate when notification will be received)

Note: for more complex projects it is advisable for applicants to apply for extra funding from other sources as RADF cannot fund 100% of an activity or project. There may be items in the project which are not eligible for RADF support, but can be eligible in another grant fund.

Sponsorships, fundraising & donations

These can include:

- Corporate and private sponsorships or donations (cash)
- In-kind, non-cash; free advertising, materials
- Reduced fees or costs to support the project

You need to put a monetary figure on any non-cash donations, for example artist time.

Example:

Council – photocopying of music = \$125

Printer Discount = \$100

RADF Grant

The **TOTAL of column 3** in the budget is the amount of RADF support that you are applying for.

The total amount requested from RADF can be several different expenses, however only eligible items under the RADF Guidelines can be covered.

All artist and arts workers who will be paid salaries, fees, or allowances through the RADF grant must each satisfactorily complete an *Eligibility Checklist* for professional and Emerging Professional Artists. These checklists will be attached to the RADF Application Form.

The total of the RADF Grant Breakdown (column 3) will be the same as the RADF amount in the Income column.