

Regional Arts Development Fund (RADF)

Budget Information

Budget Example: The budget for an application for funding towards the costs of running a weekend choral workshop is illustrated below:

INCOME	TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item.	RADF contribution
A. Earned Income		F. Salaries, Fees and Allowances		
Workshop fees (10 @ \$60)	600	Fees for voice teacher	1000	1000
		Meals and incidentals	275	0
		Travel	150	150
Subtotal A	600	Subtotal F	1420	1150
B. Other Income		G. Production/program and Direct costs		
		Venue hire	550	405
		Hire of equipment	275	0
Subtotal B	0	Subtotal G	825	405
C. Your Own Contribution		H. Promotion, Documentation and Marketing Costs		
Project coordinator	250	Advertising in local paper	200	100
Public Liability Insurance	300	Printing flyers etc	200	100
Phone calls/postage	80	Photocopying of music	125	0
Subtotal C	630	Subtotal H	525	200
D. Sponsorship, fundraising and donations		I. Administration Costs		
Raffles	200	Project Coordinator	250	0
Photocopying of music	125	Public liability insurance	300	0
Printer	100	Phone calls / postage	80	0
Subtotal D	425	Subtotal I	630	0
E. RADF Funding	1,750	J. RADF Total (Must be equal to total E)		1,750
TOTAL INCOME (A+B+C+D+E)	3,405	TOTAL EXPENSES (F+G+H+I)	3,405	

Please note the following when completing your project budget:

- If you are registered for GST the income and expenditure should be EXCLUSIVE of GST. Council will pay the successful grant recipient the amount of the grant plus 10% GST.
- If you are not registered for GST, expenditure should be INCLUSIVE of GST.

- Total income and total expenditure must equal.
- The budget must account for **all costs** of your project, even if some elements are ineligible for RADF funding.
- The amounts requested in the last column (RADF) show how much funding you are seeking from RADF for that particular expenditure item.
- Round to whole dollars.
- One written quote is required for items in the budget \$500 to less than \$1500 (GST Exc).
- Two written quotes are required for items \$1,500 (GST Exc) and over.

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 real cost of your activity.

Remember that not every item included 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 etc. will strengthen 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.

(Please note: for advice regarding the appropriate fees for artists and artworkers you are encouraged to contact the National Association for the Visual Arts (NAVA) website <https://visualarts.net.au/code-of-practice/> or other appropriate service organisations).

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 (F)

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

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

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

Production/program & Direct Costs (G)

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/workshop costs; opening/launch costs, etc.
- production costs
- costumes, equipment hire and maintenance, fares and travel, freight, lighting and sound, staging, ticketing costs (ticket printing, ticket agency charges).
- recording costs and/or audio costs

- sound tracks, 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 Costs (H)

These might include:

- Advertising - press and electronic; other printed or promotional material, 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 (I)

These might include:

- | | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------|
| • audit and accounting expenses | • bank charges and taxes | • consumables |
| • office supplies, printing | • telephone and fax costs | • electricity |
| • legal and license fees | • insurances [pro rata for duration of project] public liability, equipment, workers compensation, volunteers insurance | |

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 Contribution

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

Check the RADF Guidelines 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 (A)

These items might include:

- | | | |
|----------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------|
| • Publications/merchandise sales | • Sale of product | • Workshop fees |
| • Ticket sales, admission fees, performance income | • Membership/subscription fees | • Contract/broadcast fees and recordings; 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, 50% of \$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 seats

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.

Your Own Contribution (C)

Example

The project coordinator in the example on page 1 is \$250. This is a volunteer position and no payment is made. This is called an 'in-kind' contribution (IK).

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 Income (B)

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.)

Sponsorships, fundraising & donations (D)

These can include:

- corporate and private sponsorships or donations (cash)
- free advertising, materials
- Reduced fees or costs to support the project

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

Example

Council – photocopying of music = \$125

Printer discount = \$100

RADF Funding (E)

The **TOTAL of column 5** in the budget is the amount of RADF support that you are applying for.

The total amount requested from RADF can be for several different expenses, however only eligible items under the RADF Guidelines can be covered. The total of the RADF Grant Breakdown (column 5) will be the same as the RADF amount in the Income column.