



Example budgets

This information sheet is for prospective applicants to the Grants for the arts programme. Grants for the arts is a competitive programme and you should read this and any other relevant guidance, including our 'How to apply' booklet (available in print or online), before you submit your application.

The budget section of the application form gives us the information we need to carry out the financial assessment of your application. It is crucial you provide a balanced budget as part of your Grants for the arts application. The total income and total spending (expenditure) must be the same. If they are not, we will not be able to assess your application. It's important to check your figures match before you submit your application. This guidance note will help you in achieving a balanced budget.

We have provided an example of a generic budget sheet with guidance on how to complete the sections and examples of items we might expect to see under each heading. There are also two example budgets showing a range of spending and sources of income that might be appropriate to your activity.

We expect applicants to consider the accessibility of their projects and to include in their budget the cost of making the activity accessible. In addition to access costs relating to the project, there can also be access costs that relate to you personally as a disabled or Deaf applicant and these should be entered into the 'additional access costs' section. These costs will not be included in the overall cost when assessing whether we can make our

decision in six or 12 weeks. An example is included to show how an applicant would complete the form if they had personal access costs.

Please remember that the income and spending shown here are to give you an idea of the items that you might need to include in your budget and the level of detail we require.

Please note that all prices, artists' fees and equipment given are for example only. They are not intended to indicate an Arts Council preference or guide price.

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1 Example one – Generic budget sheet 3

This is a blank budget with the important areas highlighted to help you in completing your budget. There are also examples of the types of things we might expect to see under each heading.

2 Example two – Individual (Visual Arts) 8

An application from an individual visual artist for a moving image research project that includes international collaboration. The budget has been completed using the section in the application form.

3 Example three – Organisation (Dance) 13

An application from a dance school to run dance and percussion workshops resulting in a series of carnival performances. The budget has been completed using the section in the application form.

4 Example four - individual (Combined arts) 18

An application from a disabled individual for some professional development. Personal access costs are included that take the application over the £5,000 threshold. This will not affect the turnaround times.

Example 1

Income for your activity

Income from other sources

| Earned income | Expected | Confirmed | |
|----------------------|--------------------------|--------------------------|-----|
| Performance fees | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 1 | £ 0 |

| Local authority funding | Expected | Confirmed | |
|--------------------------------|--------------------------|--------------------------|-----|
| Local council funding | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 2 | £ 0 |

| Other public funding | Expected | Confirmed | |
|-----------------------------|--------------------------|--------------------------|-----|
| British council | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 3 | £ 0 |

| Private income | Expected | Confirmed | |
|-----------------------|--------------------------|--------------------------|-----|
| Sponsorship | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| Personal contribution | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 4 | £ 0 |

Support in kind for your activity

Please list the non-cash contributions of equipment, materials, time and services, and give an estimated value for each item. Make sure you say who is giving the contribution. (We count support in kind towards the other sources of income you have managed to get for your project.) ***The figure for support in kind here must match the figure for support in kind listed in the expenditure section**

| | Expected | Confirmed | |
|------------------------|----------------------|----------------------|-----|
| Use of rehearsal space | <input type="text"/> | <input type="text"/> | £ |
| Marketing | <input type="text"/> | <input type="text"/> | £ |
| Use of equipment | <input type="text"/> | <input type="text"/> | £ |
| Professional fees | <input type="text"/> | <input type="text"/> | £ |
| | <input type="text"/> | <input type="text"/> | £ |
| | <input type="text"/> | <input type="text"/> | £ |
| Subtotal 5 | | | £ 0 |

✓ Total income from other sources (add subtotals 1 to 5)

A £ 0

✓ Amount you would like from us (A – C)

B £ 0

✓ Total income (A + B)

C £ 0

Spending (expenditure) for your activity

Value of support in kind

The figure for support in kind here must match with the total for support in kind in the income section at subtotal 5

Subtotal 6

£ 0

Artistic spending

Artists fees

£

Design

£

Lighting

£

Sound

£

£

Subtotal 7

£ 0

Spending related to making your activity accessible

Signed performances

£

Performances described on audio tape

£

Materials in Braille

£

Subtotal 8

£ 0

Spending on developing your organisation and people

Professional development

£

Organisational development

£

£

Subtotal 9

£ 0

Spending on marketing and developing audiences

Printing

£

Mail shots

£

Publicity

£

Subtotal 10

£ 0

Spending on overheads

| | |
|--------------------|------------|
| Insurance | £ |
| Admin costs | £ |
| | £ |
| Subtotal 11 | £ 0 |

Spending on assets – equipment, instruments and vehicles

| | |
|---------------------|------------|
| Technical equipment | £ |
| Hire of instruments | £ |
| | £ |
| Subtotal 12 | £ 0 |

Spending on assets – buildings for arts use

| | |
|--------------------|------------|
| Building work | £ |
| | £ |
| | £ |
| Subtotal 13 | £ 0 |

Other spending

| | |
|--------------------|------------|
| Contingency | £ |
| | £ |
| | £ |
| Subtotal 14 | £ 0 |

✓ **Total spending on the activity (add subtotals 6 to 14)** D **£ 0**

If you are disabled or deaf, please show any additional access or support costs you need to manage the activity

This will not be included in the overall cost when assessing whether we can make our decisions in six or 12 weeks

| | |
|---------------------|---|
| Personal assistants | £ |
|---------------------|---|

| | |
|--|--------------|
| BSL interpreters | £ |
| | £ |
| Subtotal E | £ |
| ✓Total spending including your access costs (subtotals D+E) | F £ 0 |

Please check to make sure that your total spending (F) and total income (C) are the same. If they are not the same we will not be able to accept your application.

Example 2

Income for your activity

Income from other sources

| Earned income | Expected | Confirmed | |
|----------------------|--------------------------|--------------------------|------------|
| Not applicable | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 1 | £ 0 |

| Local authority funding | Expected | Confirmed | |
|--------------------------------|--------------------------|--------------------------|------------|
| Not applicable | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 2 | £ 0 |

| Other public funding | Expected | Confirmed | |
|-----------------------------|--------------------------|--------------------------|------------|
| Not applicable | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 3 | £ 0 |

| Private income | Expected | Confirmed | |
|-----------------------|--------------------------|-------------------------------------|-----------------|
| Own Income | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 680.00 |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 4 | £ 680.00 |

Support in kind for your activity

Please list the non-cash contributions of equipment, materials, time and services, and give an estimated value for each item. Make sure you say who is giving the contribution. (We count support in kind towards the other sources of income you have managed to get for your project.)

| | Expected | Confirmed | |
|---|--------------------------|-------------------------------------|-------------------|
| Editing and Post production | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 700.00 |
| Projection equipment hire | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 250.00 |
| Specialist filming equipment 4 wks @£250pw | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 1,000.00 |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | Subtotal 5 | | £ 1,950.00 |

✓ **Total income from other sources (add subtotals 1 to 5)**

A **£ 2630.00**

✓ **Amount you would like from us (A - C)**

B **£ 4,670.00**

✓ **Total income (A + B)**

C **£ 7,300.00**

Spending (expenditure) for your activity

Give details of all the items you will be paying for as part of your activity, under the headings given in the application form. Use the form to provide a breakdown showing us how you have reached your figures.

Value of support in kind

The figure for support in kind here must match with the total for support in kind in the income section at subtotal 5

Subtotal 6

| |
|------------|
| £ 1,950.00 |
|------------|

Artistic spending

Materials: Tapes, CD-R, DVD-R, and software

| |
|----------|
| £ 450.00 |
|----------|

Artist's fee 20 days @ £175 per day

| |
|---------|
| £ 3,500 |
|---------|

Prague Flight

| |
|----------|
| £ 250.00 |
|----------|

Subsistence 5 days @ £30 per day

| |
|----------|
| £ 150.00 |
|----------|

Accommodation 5 days @ £50 per day

| |
|----------|
| £ 250.00 |
|----------|

Subtotal 7

| |
|-----------|
| £ 4600.00 |
|-----------|

Spending related to making your activity accessible (for example, signed performances and performances described on audio tape or CD, materials in other formats such as in Braille).

| |
|---|
| £ |
|---|

| |
|---|
| £ |
|---|

| |
|---|
| £ |
|---|

Subtotal 8

| |
|-----|
| £ 0 |
|-----|

Spending on developing your organisation and people

| |
|---|
| £ |
|---|

| |
|---|
| £ |
|---|

| |
|---|
| £ |
|---|

Subtotal 9

| |
|-----|
| £ 0 |
|-----|

Spending on marketing and developing audiences

| | |
|---|-----------------|
| Production of DVD, edition of 100 @ £5 each | £ 500.00 |
| | £ |
| | £ |
| Subtotal 10 | £ 500.00 |

Spending on overheads

| | |
|----------------------------------|-----------------|
| Travel, telephone and stationery | £ 250.00 |
| | £ |
| | £ |
| Subtotal 11 | £ 250.00 |

Spending on assets – equipment, instruments and vehicles

| | |
|--------------------|------------|
| Not applicable | £ |
| | £ |
| | £ |
| Subtotal 12 | £ 0 |

Spending on assets – buildings for arts use

| | |
|--------------------|------------|
| Not applicable | £ |
| | £ |
| | £ |
| Subtotal 13 | £ 0 |

Other spending

| | |
|--------------------|------------|
| Not applicable | £ |
| | £ |
| | £ |
| Subtotal 14 | £ 0 |

| | |
|---|------------------|
| ✓ Total spending on the activity (add subtotals 6 to 14) D | £ 7300.00 |
|---|------------------|

If you are disabled or deaf, please show any additional access or support costs you need to manage the activity

This will not be included in the overall cost when assessing whether we can make our decisions in 6 or 12 weeks

| | |
|--|--------------------|
| Not applicable | £ |
| | £ |
| | £ |
| Subtotal E | £ 0 |
| ✓Total spending including your access costs (add subtotals D and E) | F £ 7300.00 |

Please check to make sure that your total spending (F) and total income (C) are the same. If they are not the same we will not be able to accept your application.

Example 3

Income for your activity

Income from other sources

| Earned income | Expected | Confirmed | |
|---------------------------------|-------------------------------------|-------------------------------------|------------------|
| Co-production/ performance fees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 87,888 |
| Co-production/ performance fees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | £ 46,200 |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 1 | £ 134,088 |

| Local authority funding | Expected | Confirmed | |
|--------------------------------|--------------------------|--------------------------|------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 2 | £ 0 |

| Other public funding | Expected | Confirmed | |
|-----------------------------|--------------------------|--------------------------|------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 3 | £ 0 |

| Private income | Expected | Confirmed | |
|-----------------------|--------------------------|-------------------------------------|------------------|
| Auction Income | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 184,267 |
| Donations/ trusts | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 51,300 |
| | | Subtotal 4 | £ 235,567 |

Support in kind for your activity

Please list the non-cash contributions of equipment, materials, time and services, and give an estimated value for each item. Make sure you say who is giving the contribution. (We count support in kind towards the other sources of income you have managed to get for your project.)

| | Expected | Confirmed | |
|--|--------------------------|-------------------------------------|-----------------|
| Office space/press and marketing/ rehearsal space | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 24,200 |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| Subtotal 5 | | | £ 24,200 |

✓ **Total income from other sources (add subtotals 1 to 5)**

A

| | |
|----------|------------------|
| A | £ 393,855 |
|----------|------------------|

✓ **Amount you would like from us (A - C)**

| | |
|----------|-----------------|
| B | £ 89,189 |
|----------|-----------------|

✓ **Total income (A + B)**

| | |
|----------|------------------|
| C | £ 483,044 |
|----------|------------------|

Spending (expenditure) for your activity

Give details of all the items you will be paying for as part of your activity, under the headings given in the application form. Use the form to provide a breakdown showing us how you have reached your figures.

Value of support in kind

The figure for support in kind here must match with the total for support in kind in the income section at subtotal 5*

| |
|-----------------|
| £ 24,200 |
|-----------------|

Subtotal 6

Artistic spending

| | |
|--|------------------|
| Artistic direction and commission fees | £ 61,850 |
| Production/ rehearsal costs | £ 102,342 |
| Performance costs including live music | £ 119,535 |
| UK touring costs | £ 72,160 |
| | £ |
| Subtotal 7 | £ 355,887 |

Spending related to making your activity accessible (for example, signed performances and performances described on audio tape or CD, materials in other formats such as Braille).

| | |
|-------------------|------------|
| Not applicable | £ |
| | £ |
| | £ |
| Subtotal 8 | £ 0 |

Spending on developing your organisation and people

| | |
|---|-----------------|
| Brand design and website development for organisation | £ 31,500 |
| | £ |
| | £ |
| Subtotal 9 | £ 31,500 |

Spending on marketing and developing audiences

| | |
|--------------------------------------|----------------|
| Marketing and press: London/National | £ 9,000 |
|--------------------------------------|----------------|

| | |
|---------------------------------|-----------------|
| Marketing: Tour | £ 11,200 |
| Photography/ show reel/ tickets | £ 10,500 |
| Subtotal 10 | £ 30,700 |

Spending on overheads

| | |
|---|-----------------|
| Project Management and administration | £ 34,439 |
| Stationery, post, photocopying, insurance etc | £ 5,110 |
| | £ |
| Subtotal 11 | £ 39,549 |

Spending on assets – equipment, instruments and vehicles

| | |
|--------------------|------------|
| | £ |
| | £ |
| | £ |
| Subtotal 12 | £ 0 |

Spending on assets – buildings for arts use

| | |
|--------------------|------------|
| | £ |
| | £ |
| | £ |
| Subtotal 13 | £ 0 |

Other spending

| | |
|--------------------|----------------|
| Contingency | £ 1,208 |
| | £ |
| | £ |
| Subtotal 14 | £ 1,208 |

| | |
|---|--------------------|
| ✓ Total spending on the activity (add subtotals 6 to 14) | D £ 483,044 |
|---|--------------------|

If you are disabled or deaf, please show any additional access or support costs you need to manage the activity

This will not be included in the overall cost when assessing whether we can make our decisions in 6 or 12 weeks

| | |
|--|----------------|
| Not applicable | £ |
| | £ |
| | £ |
| | £ |
| | Subtotal E £ 0 |
| ✓Total spending including your access costs (add subtotals D and E) | F £ 483,044 |

Please check to make sure that your total spending (F) and total income (C) are the same. If they are not the same we will not be able to accept your application.

Example 4

Income for your activity

Income from other sources

| Earned income | Expected | Confirmed | |
|----------------------|--------------------------|--------------------------|-----|
| Not applicable | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 1 | £ 0 |

| Local authority funding | Expected | Confirmed | |
|--------------------------------|--------------------------|--------------------------|-----|
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 2 | £ 0 |

| Other public funding | Expected | Confirmed | |
|-----------------------------|--------------------------|--------------------------|---|
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 3 | £ |

| Private income | Expected | Confirmed | |
|-----------------------|--------------------------|-------------------------------------|---------|
| Own contribution | <input type="checkbox"/> | <input checked="" type="checkbox"/> | £ 1,500 |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | | Subtotal 4 | £ 1,500 |

Support in kind for your activity

Please list the non-cash contributions of equipment, materials, time and services, and give an estimated value for each item. Make sure you say who is giving the contribution. (We count support in kind towards the other sources of income you have managed to get for your project.)

| | Expected | Confirmed | |
|-----|--------------------------|--------------------------|------------|
| N/a | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | <input type="checkbox"/> | <input type="checkbox"/> | £ |
| | Subtotal 5 | | £ 0 |

| | |
|--|---------|
| ✓ Total income from other sources (add subtotals 1 to 5) | £ 1,500 |
| ✓ Amount you would like from us | £ 5,350 |
| ✓ Total income (A + B) | £ 6,850 |

Spending (expenditure) for your activity

Value of support in kind

(Repeat the amount from subtotal 5 for 'Income' here.)

| | |
|-------------------|-----|
| Subtotal 6 | £ 0 |
|-------------------|-----|

Artistic spending

| | |
|-------------------|----------------|
| Course fees | £ 6,000 |
| Travel | £ 200 |
| | £ |
| | £ |
| | £ |
| Subtotal 7 | £ 6,200 |

Spending related to making your activity accessible (for example, signed performances and performances described on audio tape or CD, materials in other formats such as in Braille).

| | |
|-------------------|----------|
| | £ |
| | £ |
| | £ |
| Subtotal 8 | £ |

Spending on developing your organisation and people

| | |
|-------------------|------------|
| | £ |
| | £ |
| | £ |
| Subtotal 9 | £ 0 |

Spending on marketing and developing audiences

| | |
|--|---|
| | £ |
| | £ |



| | |
|--------------------|---|
| | £ |
| Subtotal 10 | £ |

Spending on overheads

| | |
|--------------------|---|
| | £ |
| | £ |
| | £ |
| Subtotal 11 | £ |

Spending on assets – equipment, instruments and vehicles

| | |
|--------------------|-----|
| | £ |
| | £ |
| | £ |
| Subtotal 12 | £ 0 |

Spending on assets – buildings for arts use

| | |
|--------------------|-----|
| | £ |
| | £ |
| | £ |
| Subtotal 13 | £ 0 |

Other spending

| | |
|--------------------|---|
| | £ |
| | £ |
| | £ |
| Subtotal 14 | £ |

✓ **Total expenditure (add subtotals 6 to 14)**

| |
|---------|
| £ 6,200 |
|---------|



If you are disabled or deaf, please show any additional access or support costs you need to manage the activity

This will not be included in the overall cost when assessing whether we can make our decisions in 6 or 12 weeks

| | | |
|---|-------------------|---------|
| Cost of personal care attendant | | £ 650 |
| | | £ |
| | | £ |
| | Subtotal E | £ 650 |
| ✓ Total spending including your access costs (add subtotals D and E) | F F | £ 6,850 |

Please check to make sure that your total spending (F) and total income (C) are the same. If they are not the same we will not be able to accept your application.

Arts Council England

Grants for the arts

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