

# Gladstone Region Regional Arts Development Fund (RADF)

## FACT SHEET: How to complete a RADF Budget

An important part of your RADF Application is completing a project budget. A great way to develop your RADF budget is to consider each item and complete the sections in the following order:

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

Example: budget for an application for funding towards the costs of running a weekend choral workshop.

<b>Statement of Income and Expenses (exclusive of GST)</b>				
<b>INCOME</b> includes total RADF grant other financial and in-kind contributions	<b>TOTAL</b> of each income item	<b>EXPENDITURE</b>	<b>TOTAL COST</b> of each expenditure item.	<b>RADF components</b> (must equal grant amount)
Earned Income <sup>1</sup> (eg: ticket sales)		Salaries, Fees and Allowances		
Workshop fees (10@ \$60)	600	Professional voice artist	1000	1000
		Per diems	270	0
		Travel (200km @ .75c)	150	150
		Coordinator (IK)	250	
Contribution from Artists and Others <sup>2</sup> (Please note this is in-kind as IK or \$)		Project or Activity Costs <sup>3</sup>		
Coordinator (IK)	250	Venue hire	550	400
Insurance	300	Equipment hire	275	0
Phone calls / postage	80			
Other Grants <sup>4</sup>		Promotion, Documentation and Marketing		
		Advertisement paper	200	100
		Printing flyers	200	100
		Photocopying music	125	0
Sponsorship, fundraising and donations (Please note where this is in-kind as IK)		Administration <sup>5</sup>		
Raffles	200	Public liability insurance	350	
Photocopying (IK)	125	Phone calls	80	
Printer	100			
<b>RADF GRANT</b>	<b>1750</b>	<b>RADF GRANT</b>		<b>1750</b>
<b>TOTAL INCOME</b>	<b>3400</b>	<b>TOTAL EXPENDITURE</b>	<b>3400</b>	

## BUDGET NOTES

<sup>1</sup> If applicable, income earned from project

<sup>2</sup> Cash / In-kind (IK) / Self investment / Value of materials

<sup>3</sup> Materials / Preparation / Equipment

<sup>4</sup> Examples: Australia Council / Education Queensland / Local Government / Gambling Community Benefit Fund / Federal Government

<sup>5</sup> Office costs / Admin overheads

When you have completed your budget the **TOTAL INCOME** and **TOTAL EXPENDITURE** must be equal. The RADF grant must be listed twice – once in the income column and once in the expenditure column.

## Earned Income

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 Thus, \$600 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.

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

Example

The project coordinator in the example on page 1 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 Grants

May 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 and donations

These can include:

Corporate and private sponsorships or donations (cash)

In-kind (IK), non-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

## **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 artswomen, insurance companies, travel costs and venue hire will strengthen your Application.

Relevant support material is required for the budget. The RADF Committee will require evidence of RADF requested costs, before they will approve your application. The RADF Committee may ask you for further evidence of costs for 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/artswomen/ admin personnel etc. participating in the activity.

Creative 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 with disabilities

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 artswoman whose fees are being applied for as part of the RADF grant.

### **Project or Activity 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/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 and Marketing**

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.
- Professional documentation of your project, for outcome reporting - photography, sound scapes, video

## **Administration**

These might include:

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

**Note:** 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 5)**

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.

**Application for the Special Round July 2017, are to be fully completed and submitted by:**

**4pm Friday, 28 July 2017**

**Late submissions will not be accepted**

You can submit online or hard copy

### **Contact:**

Gladstone Region RADF Liaison Officer, Di Paddick

Gladstone Regional Art Gallery & Museum

Cnr Goondoon & Bramston Sts, Gladstone Q 4680

Open: 10am - 5pm Monday to Saturday, public holidays as advertised

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A community cultural initiative of the Gladstone Regional Council

