

Regional Arts Development Fund (RADF)

FACT SHEET: How to complete a RADF Budget

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

Here is an example of a completed RADF budget sheet.

Expenditure	TOTAL	RADF
Expenditure is the total cost of the project.	What is the total cost of each expenditure item?	How much RADF funding are you seeking to cover each expenditure item?
A. Salaries, fees and allowances		
Musical director 30hrs@\$39.60	1188	1000
Artistic director 30hrs@\$39.60	1188	1000
Applicant 30hrs (designer)@\$31.20	936	
Applicant 10hrs (admin)@\$20	200	
Marketing and promotion	700	
Subtotal A	\$4212	\$2000

B. Production/program costs		
Costumes	1800	
Lighting and sound equipment	3400	
APRA fees	494	
Travel accom musical director	2934	700
Council hall hire	300	
Subtotal B	\$8928	\$700

C. Promotion, documentation & marketing costs		
Classic printing - posters, fliers	400	
Advertising - paper	2000	
Advertising - radio	3050	
Subtotal C	\$5450	\$0

D. Total RADF grant requested.	
Subtotal D (Transfer this figure to Subtotal J)	\$2700

E. Administration costs		
10 faxes @0.50	5	
Public liability insurance	300	
Phone calls including interstate	150	
Subtotal E	\$455	

TOTAL EXPENSES (A+B+C+E) NOT D (must equal Total Income)	\$19 045
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Income	
Income is the money you are generating to cover the total cost of the project. This includes in-kind contribution and the total RADF grant you are seeking	
F. Earned Income	
Workshop fees	240
Performance tickets	5000
Subtotal F	\$5240

G. Other Grant Income	
Australia Council	8000
Jupiters Gaming Fund	2000
Subtotal G	\$10 000

H. Your own contribution	
10 faxes @0.50	5
In-kind	
Applicant 10 hrs (admin)@\$20	200
Subtotal H	\$205

I. Sponsorships, fundraising & donations	
Buzzers sawmill	200
In-kind	
Classic printing	400
Council hall hire	300
Subtotal I	\$900

J. RADF grant (Subtotal D)	Subtotal J	\$ 2700
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TOTAL INCOME (F+J+H+I+J) (must equal total expenditure)	\$19 045
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Project Expenditure

Expenditure	
A. Salaries, fees and allowances	
Musical director 30hrs@ \$39.60	1188
Artistic director 30hrs@ \$39.60	1188
Applicant (designer) 30hrs@ \$31.20	936
Applicant (admin) 10hrs@ \$20	200
Marketing and promotion	700
Subtotal A	\$4212

B. Production/program costs	
Costumes	1800
Lighting and sound equipment	3400
APRA fees	494
Travel + accommodation for musical director	2934
Council hall hire	300
Subtotal B	\$8928

C. Promotion, documentation & marketing costs	
Classic printing - posters, fliers	400
Advertising - paper	2000
Advertising - radio	3050
Subtotal C	\$5450

E. Administration costs	
10 faxes@0.50	5
Public liability insurance	300
Phone calls including interstate	150
Subtotal D	\$455

TOTAL EXPENSES (A+B+C+E) Not D (must equal Total Income)	\$19 045
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[Please note: for advice regarding the appropriate fees for artists and artworkers you are encouraged to contact Artworkers through their website www.artworkers.org]

List **all** the possible expenses associated with the activity even if they are not intended to be covered by the application. It is important to record the **real cost** of your activity.

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

A. Salaries, fees and allowances

This section of the budget refers to wages and/or fees (not expenses) paid to **any** artists/artworkers/admin personnel etc. participating in the activity.

Creative staff might include:

- musical director
- conductor
- associate director
- composer
- artistic director
- director

- choreographer
- writer
- translators and editors
- tutors/support workers for artists with disabilities
- librettist
- designer

This section also includes production/technical staff who help produce a performance, broadcast, publication or recording.

These might include:

- stage management
- producers
- recording engineer
- mechanics

Include your own expenses if appropriate:

- tutorial or tuition fees
- 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 all artists and artworkers whose fees are being applied for as part of the RADF grant.

B. 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/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.

C. Promotion, documentation & marketing costs

These might include:

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

D. 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.

E. Administration costs

These might include:

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

The **total expenditure** figure is the sum of subtotal

A Salaries, fees and allowances

+

B Production/program costs

+

C Promotion, documentation & marketing costs

+

E Administration costs

The total expenditure does not include D which is the total amount of the RADF grant being applied for.

Project Income

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

Income	
F. Earned Income	
Workshop fees	240
Performance tickets	5000
Subtotal F	\$5240

G. Other Grant Income	
Australia Council	8000
Jupiters Gaming Fund	2000
Subtotal G	\$10 000

H. Your own contribution	
10 faxes @0.50	5
In-kind	
Applicant (admin) 10 hrs@\$20	200
Subtotal H	\$205

I. Sponsorships, fundraising & donations	
Buzzers sawmill	200
In-kind	
Classic printing	400
Council hall hire	300
Subtotal I	\$900

J. RADF grant	
Subtotal J	\$2700

TOTAL INCOME (F+G+H+I +J) (must equal Total Expenditure)	\$19 045
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F. Earned Income

These items might include:

- ticket sales, admission fees, performance or public access income
- sale of the product
- workshop fees
- fees from special conferences presented by the applicant
- membership fees, subscription fees
 - publications or merchandise sales
 - contract fees

- broadcast fees and recordings
- any sundry income such as interest

Examples

How to estimate projected income from a workshop:

- How many people can attend?
12 maximum
- What is the cost?
\$40 per person

A good rule of thumb is to calculate 50% of the total possible income:

12 people at \$40 = \$480

50% of \$480 = **\$240** This is your projected income.

How to estimate projected income from a performance:

- What is your average ticket price?
\$10
- What is the maximum capacity of the venue?
100 seats
- How many shows?
10

100 seats x 10 shows = 1000 seats

1000 seats at \$10 = \$10,000

50% = **\$5000** This is your projected income.

G. Other Grant Income

These might include:

- Grant funding received from any other funding source
- Any other grants you have applied for (for this project)
- Include any other Arts Queensland program grants

Note: It is **better** for applicants to have sourced funding from elsewhere. No funding program wants to fund 100% of an activity. You will need to advise of application and notification dates.

Examples

Australia Council (Federal funding)
= \$8000

Jupiters Gaming Fund (State Government)
= \$2000

H. Your own contribution

These might include:

- Own money/cash
- Other consumables: car, phone, printer
- In kind:
 - Your time
 - Volunteer time or services or goods that would usually be paid for.

You need to put a monetary figure on any in-kind labour by referring to:

- appropriate industry award scales
- www.artworkers.org

Examples

The applicant's labour as a designer in our example on page 1 is \$31.20 per hour.

For 30 hours = \$ 936

You can also estimate an administration fee based on 10% – 15% of the total cost of the activity.

Use of home fax at 50 cents a fax.

10 faxes = \$5

I. Sponsorships, fundraising & donations

These can include:

- corporate and private sponsorships or donations (cash)
- In-kind, non-cash
 - free advertising, materials

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

Examples

Council - free hall hire = \$300

Buzzer's sawmill = \$200 cash donation

Classic Printing, free printing of poster = \$400

J. RADF grant

This amount is the **difference** between your **income** and your **expenditure**.

It is transferred from Item D in the Expenditure column to Item J in the Income column.

Total Income and Total Expenditure should be equal.

RADF funding breakdown

The total requested from RADF can be split between several expenses as appropriate, however, only eligible items under the RADF Program can be covered.

Also, only artists and artworkers who can satisfactorily complete the ***Eligibility Checklist for Professional and Emerging Professional Artists*** can be paid salaries, fees or allowances through the RADF grant.

The total of the **RADF Grant Breakdown** in column D should equal the amount in subtotal J.