

R.A.D.F. - Budget Example (to assist with applications)

How to complete a RADF Budget

It is important that you complete the budget sheet provided as part of the Full 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

EXPENDITURE	TOTAL COST of each item.	RADF	INCOME Income includes in-kind contributions and the total RADF grant you are seeking	TOTAL AMOUNT of each item
Salaries, Fees and Allowances			Earned Income³	
Tutor Fees	1000	1000	Workshop fees (10 @ \$60)	600
Meals and incidentals	270	0		
Travel	150	150		
Production/Program Costs¹			Contribution from Artists and Others (Please note if this is in-kind)⁴	
Venue hire	550	400	Project coordinator (in kind)	250
Hire of equipment	275	0	Insurance (applicant)	300
			Phone calls/postage (applicant)	80
Promotion, Documentation and Marketing			Other Grants⁵	
Advertising in local paper	200	100		
Printing flyers etc.	200	100		
Photocopying of music	125	0		
Administration²			Sponsorship, fundraising and donations (note if this is in-kind)	
Coordinator of project	250	n/a	Raffles	200
Public liability insurance	300	n/a	Photocopying (in kind)	125
Phone calls / postage	80	n/a	Printer	100
RADF GRANT (total column 3)		1750	RADF GRANT (total column 3)	1750
TOTAL EXPENDITURE	3400		TOTAL INCOME	3400

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.

1. Materials / Preparation / Equipment	2. Office costs / Admin overheads
3. If applicable, income earned from project	4. Cash / In-kind/Self investment / Value of materials which are to be provided in-kind
5. Examples: Australia Council / Local Government / Gambling Community Benefit Fund / Federal Government	

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 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.

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.

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

- musical director
- artistic director
- choreographer
- writer
- stage manager
- composer
- associate director
- librettist
- translators and editors
- recording engineer, mechanics
- conductor
- director
- designer
- producers
- 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

Promotion, Documentation & 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.
- Documentation of the project (Photography, Video, Sound recordings)
- Web, Social Media, Local papers

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

- 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.

Administration Costs

These might include:

- audit and accounting expenses
- bank charges and taxes
- consumables
- office supplies, printing
- telephone and fax costs
- electricity
- legal and license fees
- 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.

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
- Sale of product
- Workshop fees
- Ticket sales, admission fees, performance income
- Membership/subscription fees
- Contract/broadcast fees and recordings;

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

Contribution from Artists and In-Kind Support

A significant part of many projects involves considerable In-Kind Support. This support, from artists, venues and the applicant themselves, needs to be included as income for the project.

In Kind support is not an expense as no payment is made, however their support for the project becomes an income that requires a dollar value placed on it. For example, the project coordinator in the example on page 1 is \$250. This is a volunteer position and no payment is to be made, however the hourly rate for that position is calculated and included as income.

You can also estimate an administration fee based on 10% – 15% of the total cost of the activity and include this as income.

The cost of insurance, phone and postage is often covered by the applicant or their organisation. This would usually be considered an expense for the project but as it is provided as In Kind; it can be included as an income.

If you have volunteers involved in your project, calculate the value of their In-Kind support.

If materials, equipment and/or venue hire is providing for free, calculate their value and include this as In-Kind income.

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.

The RADF committee may ask for confirmation that your project can proceed if other sources of funding are unsuccessful.

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 for several different expenses, however only eligible items under the RADF Guidelines can be covered.

All artists 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



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