

## **Experiencing the Arts: Creative Collaborations, Budget Guidelines**

Schools and/ or arts organisations will be able to apply for funding of between £5,000 and £15,000 to develop ambitious, innovative projects. Please refer to the prospectus for further details on what we are able to support.

In order for us to process your application, we need to see clearly how you are planning spending the applied for funds, which is why we are asking you to fill out the budget form as accurately as possible.

### **Some guidance:**

- The costs of your creative expertise should include realistic daily fees for the talented creative professionals or other experts working with you. If any individual will be earning over £5,000 from their participation in the project, you will need to ensure that they are chosen through an open selection, unless there is a specific and pressing artistic reason to do otherwise.

### **How much, and on what?**

- Expect the largest portion of your budget to go on professional fees.
- As a guide, we're not expecting the purchase of materials and/or rental of equipment to exceed 20% of your budget.
- The cost of administration needs to fall within 10% of your total budget.
- For any entry which involves more than 5% of your total budget, you will need to give a breakdown of the expenses.
- Where your project involves the rental of studios/performance sites, we will consider meeting the cost of these when it is additional to your normal overheads. For example, if the project involves the use of space in a theatre, we will consider meeting these costs.

### **The detail...**

- Technicians' fees may be charged in addition to creative professionals' fees.
- You can include some marketing and publicity costs in your budget, but our expectation is that these will be minimal. You will not need to submit a marketing plan.
- We can only meet up to 90% of the costs of your Creative Collaborations project so you need to include, as shown, details of your match funding (cash/in kind) contribution.
- Your completed budget must balance so that the total income figure equals the total expenditure figure.