



REGIONAL ARTS FUND ONLINE APPLICATION: Completing your budget

On the following pages you will find a series of diagrams and helpful hints to assist you to complete your Regional Arts Fund budget.

Before completing your budget we highly recommend contacting a Creative Arts Facilitator or another team member of the Cultural Partnerships department. A list of contacts can be found [here](#) on the Regional Arts Victoria website.

Before you attempt to complete your application budget we recommend that you download a Budget Sample and a Budget Template to help you through the budgeting process.

The Budget Sample gives you an example of the sorts of things you could include in your budget. The Budget Template is an excel spreadsheet with formulas that enables you to work out and add up your budget before you transfer the figures into the online application. The Budget Sample and Budget Template can be downloaded from <http://www.rav.net.au/funding-opportunities/regional-arts-fund/helpful-tools-for-your-online-application/>

Things to remember when filling in your Regional Arts Fund budget:

- Applicants must use the budget provided online as all data is collected into a national database and requires this level of standardisation
- The online budget should list the total income and expenditure and reflect all costs, both cash and in-kind, associated with the project for which funding is sought
- You should give a breakdown of artists' fees and how these were derived
- When including box office and/or other earned income, include the basis upon which these figures have been reached
- Applicants are expected to make a contribution, in cash and/or in-kind, and to seek support from other sources. These should be indicated in the budget as confirmed or not confirmed. It is unlikely that your application will be funded without evidence of other support
- The Regional Arts Fund encourages applications that have an emphasis on support for the artists and material costs necessary to create the project
- Income, including the Regional Arts Fund amount applied for, **MUST** equal expenditure
- If you are **registered for GST**, your income and expenditure must *not* include GST. If successful, the amount you receive will be grant + GST.

Handy hints:

- What you should know about the budget table:

Use the drop down arrow to select from the options.

IN-KIND INCOME

In-kind Income Source	Details of In-kind Contribution	Value of Contribution
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Must be a dollar amount
		Total: \$0.00
		<input type="button" value="Remove Last"/>
		<input type="button" value="Add More..."/>

TOTAL IN-KIND INCOME

Total IN-KIND Income *

Must be a dollar amount

This total calculates automatically. You will however need to manually transfer this total amount to the total income

Use the "Remove Last" button to delete your last item listed. Use the "Add more" button to add another line for more items

Filling in your budget

In-kind income and in-kind expenditure

In this section of the budget you will need to list all the in-kind contributions you will have for your application. This might include in-kind sponsorship and in-kind applicant's contribution. This is also where you will need to identify any volunteer hours in your project.

Identify your In-kind Income source using the drop down

In-kind Income Source	Details of In-kind Contribution	Value of Contribution
Applicant Contribution		
Charities		
Community		
Cultural		
Education		
Health		
Local Government		Must be a dollar amount
Private Sector		Total: \$0.00
State Government		
Social Services		
Volunteer Hours (1hr=\$25)		

What is the value of this contribution?

Give details of the contribution

TOTAL IN-KIND INCOME

Total IN-KIND Income *

 Must be a dollar amount

Remove Last
Add More...

In the in-kind budget you will need to identify where the in-kind income will be used in your project. Remember that the Total In-KIND Income needs to equal the Total In-KIND Expenditure. By looking at Examples 1 & 2 of the in-kind budget we can see how the in-kind income has been allocated to expenditure types. For example highlighted in red we can see the **private sector income from Print Printers (Example 1) has also been allocated in the In-kind expenditure in Marketing/administration Costs (Example 2)**. And in blue **the Social Services from the West Rotary Club (Example A) has been allocated to the Artist or Arts Worker Fees/Salaries/Allowances. (Example B)**

EXAMPLE 1

IN-KIND INCOME

In-kind Income Source	Details of In-kind Contribution	Value of Contribution
Private Sector	Local Radio / newspaper	\$400.00
Private Sector	Prints Printers	\$250.00
Social Services	West Rotary Club x 5 Volunteers @ 25ph x 10	\$1,250.00
Volunteer Hours (1hr=\$25)	Administration/Project Management x 3 week:	\$3,000.00
		Must be a dollar amount
		Total: \$4900.00

Remove Last
Add More...

TOTAL IN-KIND INCOME

Total IN-KIND Income *
 \$4,900.00
 Must be a dollar amount

EXAMPLE 2

IN-KIND EXPENDITURE

PLEASE NOTE:

- These *Expenditure Types* relate to all associated costs relating to these categories.
- Please include professional services in *Artists or Arts Worker Fees/ Salaries/ Allowances*

In-kind Expenditure Type	In-kind Expenditure Details	Value of In-kind Expenditure
Marketing/ Administration Costs	Prints Printer (Flyers/Posters)	\$250.00
Marketing/ Administration Costs	Local Radio / Newspaper	\$400.00
Marketing/ Administration Costs	Administration/ Project Manag.	\$3,000.00
Artists or Arts Worker Fees/ Salaries/ Allowances	West Rotary Club - 5 volunteers	\$1250
		Must be a dollar amount
		Total: \$4900.00
		<input type="button" value="Remove Last"/>
		<input type="button" value="Add More..."/>

TOTAL IN-KIND EXPENDITURE

Check: Does IN-KIND expenditure = the IN-KIND income?

Total IN-KIND Expenditure *

\$4900

Must be a dollar amount

Cash Income and Cash Expenditure

You will need to identify all the Cash Income you will be receiving to run your project.

Give details on what the contribution is

CASH INCOME

CASH Income Source	CASH Income Source Name	CASH Income Details	CASH Amount	CASH Funding Status
<div style="border: 1px solid black; padding: 2px;"> Identify your cash income source </div> Applicant Contribution Charities Community Cultural Earned Income Education Federal Government (Other than RAF) Health Local Government Private Sector Regional Arts Fund Social Services State Government				
			Must be a dollar amount	
			Total: \$0.00	
				<input type="button" value="Remove Last"/>
				<input type="button" value="Add More..."/>

Who or where are you getting the cash

Is the funding confirmed or not confirmed?

TOTAL CASH INCOME

TOTAL CASH INCOME *

Must be a dollar amount

You must include in Cash Income the Regional Arts Fund contribution you are requesting. Note that you will need to identify if sourced funding is confirmed or not confirmed. (Example 3)

EXAMPLE 3:

CASH INCOME

CASH Income Source	CASH Income Source Name	CASH Income Details	CASH Amount	CASH Funding Status
Earned Income	Workshops	15Participants@\$20	\$300.00	Not Confirmed
Earned Income	Box Office	Gold Coin Donation	\$100.00	Not Confirmed
Regional Arts Fund	Cultural Projects	Federal Gov't	\$5,000.00	Not Confirmed
Local Government	Baw Baw Shire Council	Community Develop	\$1,000.00	Confirmed
Private Sector	Neighbours Newsage	Sponsorship	\$200.00	Confirmed
Applicant Contribution	Artire Fest (Applicant)	Cash	\$1000	Confirmed
			Must be a dollar amount	
			Total: \$7600.00	
				Remove Last
				Add More...

TOTAL CASH INCOME

TOTAL CASH INCOME *

 Must be a dollar amount

For each Cash Expenditure item, you will need to identify the source of Cash Income that will be used to pay for that item. For items which are funded using multiple income sources you will need to identify these separately by including multiple lines for the same item. (Example 4)

EXAMPLE 4:

CASH Expenditure Type	CASH Expenditure Details	CASH Source	CASH Amount Allocated
Artists or Arts Worker Fees/ Salaries/ Allowances	Lead Artist @\$60ph	Regional Arts Fund	\$2,000.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Lead Artist @\$60	Applicant Contribution	\$400.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Tech @\$40 x 15hrs	Regional Arts Fund	\$600.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Artists @\$40ph x15h	Regional Arts Fund	\$600.00
Project Costs	Materials	Regional Arts Fund	\$500.00
Project Costs	Equipment Hire	Regional Arts Fund	\$400.00
Project Costs	Catering x4days @\$	Regional Arts Fund	\$400.00
Project Costs	Catering x4days @\$	Applicant Contribution	\$400.00
Project Costs	Public Liability Insur	Applicant Contribution	\$100.00
Project Costs	Marquee Hire x 2	Regional Arts Fund	\$500.00
Travel/ Accommodation Costs	Ute Hire and Fuel x2	Earned Income	\$200.00
Marketing/ Administration Costs	Local Radio/newsp	Earned Income	\$200.00
Marketing/ Administration Costs	Local Radio/newsp	Private Sector	\$200.00
Marketing/ Administration Costs	Local Radio/newsp	Applicant Contribution	\$100.00
Marketing/ Administration Costs	Photographer	Local Government	\$1,000.00
			\$
			Must be a dollar amount
			Total: \$7600.00
			Remove Last
			Add More...

TOTAL CASH EXPENDITURE

Note how the Regional Arts Fund is allocated. You should choose each area the Regional Arts Fund is being allocated to and enter each one individually. In the example below, the \$5,000 requested is allocated over seven areas of the project.

EXAMPLE 5

CASH Expenditure Type	CASH Expenditure Details	CASH Source	CASH Amount Allocated
Artists or Arts Worker Fees/ Salaries/ Allowances	Lead Artist @\$60ph	Regional Arts Fund	\$2,000.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Lead Artist @\$60	Applicant Contribution	\$400.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Tech @\$40 x 15hrs	Regional Arts Fund	\$600.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Artists @\$40ph x15h	Regional Arts Fund	\$600.00
Project Costs	Materials	Regional Arts Fund	\$500.00
Project Costs	Equipment Hire	Regional Arts Fund	\$400.00
Project Costs	Catering x4days @\$	Regional Arts Fund	\$400.00
Project Costs	Catering x4days @\$	Applicant Contribution	\$400.00
Project Costs	Public Liability Insur	Applicant Contribution	\$100.00
Project Costs	Marquee Hire x 2	Regional Arts Fund	\$500.00
Travel/ Accommodation Costs	Ute Hire and Fuel x2	Earned Income	\$200.00
Marketing/ Administration Costs	Local Radio/newspa	Earned Income	\$200.00
Marketing/ Administration Costs	Local Radio/newspa	Private Sector	\$200.00
Marketing/ Administration Costs	Local Radio/newspa	Applicant Contribution	\$100.00
Marketing/ Administration Costs	Photographer	Local Government	\$1,000.00
			\$
			Must be a dollar amount
			Total: \$7600.00
			Remove Last
			Add More...

TOTAL CASH EXPENDITURE

TOTAL CASH EXPENDITURE *

\$7600

Must be a dollar amount

Regional Arts Fund Project Budget

You are able to view how your full budget will look by saving your application and then previewing it prior to submitting. This will give the opportunity to make changes if required. It might even help to print it out and cross check figures to ensure that everything adds up and is correct before you submit.

To follow is an example of what a full budget will look like.

EXAMPLE 6

INKIND INCOME

Inkind Income Source	Details of Inkind Contribution	Value of Contribution
Private Sector	Local Newspaper	\$400.00
Volunteer Hours (1hr=\$25)	West Rotary Club (5 Volunteers @ \$25 ph x 1h)	\$1,250.00
Private Sector	Prints Printer	\$250.00
Applicant Contribution	Administration/Project Mangement	\$3,000.00
		Must be a dollar amount
		\$4,900.00

CASH INCOME

CASH Income Source	CASH Income Source Name	CASH Income Details	CASH Amount	CASH Funding Status
Earned Income	Workshops	15 par'pants x \$20	\$300.00	
Earned Income	Box Office	Gold Coin Donation	\$100.00	
Regional Arts Fund	Government Grants	Federal Government	\$5,000.00	Not Confirmed
Local Government	Baw Baw Shire Council	Community Grant	\$1,000.00	Confirmed
Private Sector	Sponsorship	Neighbours News	\$200.00	
Applicant Contribution	Applicant Cash	Artie Festival (Applicant)	\$1,000.00	
			Must be a dollar amount	
			\$7,600.00	

TOTAL CASH INCOME

TOTAL CASH INCOME

\$7,600.00

Must be a dollar amount

CASH EXPENDITURE

PLEASE NOTE: You may include any appropriate associated cost in *Expenditure Type* category.

Artists or Artworker Fees/ Salaries and Allowances includes any other professionals being hired that you deem appropriate to include in your CASH budget

CASH Expenditure Type	CASH Expenditure Details	CASH Source	CASH Amount Allocated
Artists or Arts Worker Fees/ Salaries/ Allowances	Lead Artist @ \$60x40h	Regional Arts Fund	\$2,000.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Lead Artist @ \$60 x40	Applicant Contribution	\$400.00
Artists or Arts Worker Fees/ Salaries/ Allowances	contrib' artists @\$40 x15h	Regional Arts Fund	\$600.00
Artists or Arts Worker Fees/ Salaries/ Allowances	Technician @\$40 x15h	Regional Arts Fund	\$600.00
Project Costs	Sculpture Materials	Regional Arts Fund	\$500.00
Project Costs	Equipment hire	Regional Arts Fund	\$400.00
Project Costs	Catering x 4 days	Regional Arts Fund	\$400.00
Project Costs	Catering x 4 Days	Applicant Contribution	\$400.00
Project Costs	Public Liability	Applicant Contribution	\$100.00
Project Costs	Marquee Hire x2	Regional Arts Fund	\$500.00
Travel/ Accommodation Costs	Ute Hire & fuel x 2 days	Earned Income	\$200.00
Marketing/ Administration Costs	Local Radio/ newspaper	Private Sector	\$500.00
Marketing/ Administration Costs	photographer	Local Government	\$1,000.00
			Must be a dollar amount
			\$7,600.00

TOTAL CASH EXPENDITURE

TOTAL CASH EXPENDITURE

\$7,600.00