

Creative Funding Budget Checklist

The budget is the area in which the majority of mistakes are made. Please read this document carefully.

The budget is just a list of what you need for your project and how you propose to pay for the different aspects for it.

Please provide details on projected income and expenditure for the project.				
Income	Amount	Confirmed?	Expenditure	Amount
<i>In this column you should include the award you are requesting and the sources of match funding as appropriate (other grant schemes, ticket sales, sponsorship, own cash contribution etc.)</i>		<i>In this column please indicate if income highlighted is confirmed or not.</i>	<i>Under this column provide a detailed list of all identified services, resources and materials relating to your project</i>	<i>The full cost of all services identified in Column 1.</i>
Total Income	<i>Total Income should go here, must add up to total expenditure</i>		Total Expenditure	<i>Total costs goes here, must add up to total income</i>

Estimated value of any 'in-kind' contribution	<i>£ These are goods or services you make no financial payment for or cost that you will be covering yourself. Eg. Donated materials or use of a space for free</i>
Current unrestricted reserves	<i>£ This applies to organisations only; you should declare any reserves you already have.</i>

An Example Budget

Income	Amount	Confirmed?	Expenditure	Amount
Aberdeen City Council Creative Funding	£4000	N	Venue Hire of Aberdeen Hall for 2 weeks (performance and rehearsals)	£2,000
Creative Scotland Open Fund	£5000	Y	5 x Musicians, fees at Union rate	£5,000
Sponsorship	£500	N	Instrument and PA hire	£1,000
Crowd Sourcing	£500	Y	Stage dressing and costumes	£500
			Filming of performances	£1,000
			Print promotion and distribution	£500
Total Income	£10,000		Total Expenditure	£10,000

Estimated value of any 'in-kind' contribution	£ 500
Current unrestricted reserves	£ 0

Income

- All the different areas of anticipated income for your project should be identified, for organisations you must identify your intended source of 25% match funding.
- Eligible match funding could other grant schemes or trusts (non-Council), sponsorship, crowdfunding, sales or personal cash contribution.
- The amount you are requesting from the Scheme, please ensure it is less than 75% of total project costs.

Expenditure

- In this column you should detail everything you need to make your project happen. Think carefully and include everything involved from start to finish of your project.
- Please show a balanced budget for the proposal, indicating how much you are requesting from this scheme, and providing an itemised breakdown of how funding would be spent. You must demonstrate through your budget that your project is well planned and achievable.
- It is important that your expenditure costs are properly researched and not reliant on guesswork. Where relevant demonstrate how you have ensured good value (i.e. obtained competitive suppliers quotes, fees identified through industry standards etc.). You can add these details in the main body of the application or as an appendix.
- Please check the funding guideline to make sure what you are applying for is eligible for support under the terms of the award.
- A balanced budget: The Total cost of the project 'expenditure' and the Total anticipated 'income' including the requested Creative Funding Award should be the same figure.
- Further budget breakdown can be supplied as an attachment to your application to provide further evidence for the panel to review.
- When it comes to lower value items such as consumable materials (for example a paint brush or a single city bus ticket) please round these costs and provide a summary cost i.e. 'paint materials' or 'local bus travel'.

'In kind support' including any contribution you will make yourself. In kind support is defined as providing something for which you make no financial payment. This could be technical support provided by an organisation, materials that are donated or access to specialist facilities.

If your organisations have any unrestricted cash reserves please declare them within the budget section.

Please check and then recheck your budget before submitting. We also recommend asking someone external to check your application budget to ensure it has been calculated correctly and the income and expenditure details provided clearly links to the main project description in the rest of application.