A guide to the project budget template

The project budget template is structured to help you present your financial information in a clear way. The template also allows us to compare project budgets from different applications in a consistent way.

The template is a Microsoft Excel document but may be opened and edited on other spreadsheet applications. We only support its use in Excel and use of other applications may affect how the document works, in particularly the in-built formulas and restrictions. Please ensure the totals and summaries agree with what you were expecting.

There are notes in the template that will help you fill it in. Please also note that there are limits on some items of expenditure which are noted on the template.

There are four tabs / pages in the template. These are:

- **Tab 1 - Summary** – this is an overview of your overall income and expenditure. Check that your budget balances.

- **Tab 2 - Expenditure** – tell us about what costs you will incur to deliver your project.

- **Tab 3 - Income** – tell us about what funds you will put towards your project. You can't receive 100% funding from us so you will need to source the remaining amount elsewhere. This can be in cash or in kind.

- **Tab 4 - Personal Access Costs** – these are access costs for you or anyone directly involved in developing / delivering your project (not project participants/audiences). Please see our Access section for more details.

The template will automatically calculate subtotals for you. Your figures should be rounded to full pounds (£).

All totals need to have a clear explanation of the costs. This includes a breakdown of what makes up the costs. If we are unable to understand the cost or how it is calculated this may affect assessment of your application.

You can include any additional explanation in the Additional Notes lines.

When applying for a grant, please only use columns A-J (shaded blue)

Columns L-P (shaded peach) should only be filled in when you submit your completion report.

Some cells are password protected which means they are locked. This is deliberate and if you are not using Excel this may affect how the budget template works.

Completing the project budget

Tab 1: Summary

All you need to fill in on this tab is the name of the applicant and the project title

Do not add any figures to this page. The figures will automatically update when you fill in the other tabs.

You should check this tab again when you've filled in the other tabs. Before you submit it, make sure that the Balance (Line 24) is £0.

If the balance is negative, this number will appear in red.

This tab also shows the Arts Council of Wales funding percentage – this should not be more than 90%.

Tab 2: Expenditure

On this tab list all the items you'll be paying for, under the appropriate headings.

We don't expect you to have costs against all of the headings in the table necessarily. However, we want you to tell us what the money will be used for as clearly as possible. For each item of expenditure, we need to understand how the cost is calculated. So please provide a detailed breakdown. You can add further explanatory notes lower down the page if needed.

Please be aware that at any time, we may request evidence of any budgeted costs or costs incurred during the project. Failure to provide sufficient evidence may result in reduced funding relating to that element, or in the event of a grant award, reducing the grant award or withdrawing the full offer.

Breaking down your budget

We ask you to break down your project budget into different headings so that we can assess it fairly. These are the headings we use:

Artist fees –This is where you should list the fees and wages of all artists and other creative professionals who'll work on your project, for example, actors, musicians, composers, stage managers, choreographers, producers, curators, trainers and workshop leaders. If you're an individual applicant, remember to include your own fee.

We want to ensure that all creative professionals are paid fairly and properly in recognition of their professional status, skills and experience. As a minimum, you need to ensure that industry standard rates of pay are used. Please see our [Artist Fees page](#) for minimum fee guidance.

We need to see a detailed breakdown of how you've calculated the totals, especially large sums, for example:

- 3 actors @ £550 per week for 10 weeks
- 1 workshop leader @ £400 per week for 10 weeks

Any project staff (including artists and creative practitioners) being paid more than £5,000 must be recruited by open selection unless there is a specific reason to do otherwise. If so, this must be explained within your application.

Artistic activity costs – This is where you should list costs such as rehearsal spaces, studio time, events and productions, along with any materials you may need. Include all costs that directly support your artistic activity, for example travel, transport, accommodation, and daily subsistence (sometimes called per diems). As a reminder, we **cannot** support paying for the use of your own space e.g. for rehearsals.

We need to see a detailed breakdown of how you've calculated the totals, for example:

- Subsistence for 4 staff @ £50 per day x 20 days
- Hire of van @ £60 per day x 20 days
- Hire of rehearsal space at ABC Theatre, 10 sessions @ £150 per session

Reaching your audience / participants – This is where you should provide a breakdown of items such as marketing and promotional costs that directly support your artistic activity and enable you to reach and attract audiences or participants. For example: freelance marketing, press and PR fees, data analysis, mailing lists, postage, translation, design and print costs, social media, and emailing costs.

Costs of making your activity more accessible for your audiences and participants – we expect you to make your activity accessible so this is where you should lists costs such as audio described performances, BSL (British Sign Language) interpreted performances, surtitled / captioned performances, tactile / direct handling exhibitions, Braille gallery plans and / or audio described tours, touch tours, tactile signage / interpretation panels.

Monitoring and evaluation costs – This is where you should include any costs associated with monitoring your project and any evaluation costs. For example: participant surveys, post-event audience questionnaires, testimonials, feedback forms or video responses. Fees for external evaluators should also be noted here.

Capital equipment purchases – up to £2,000 of your grant amount can be used as a contribution to a project-specific capital element such as a piece of equipment that you need so you can deliver the project. You'll need to tell us how you'll use this equipment during and after your project.

Project specific administration and overhead costs – we can consider project specific running costs towards administration and overheads, in most cases up to a maximum 20% of the total eligible project cost.

We'll only consider funding project running costs that are not paid for by other funding and that are clearly **additional** to your day-to-day costs. You should not simply include a % of your general running costs. You must show us that the costs will be incurred for a time-limited period and are directly related to your project. We'll consider contributing towards project administration, payments to additional staff and project specific phone, postage and insurance costs.

Your own staff (with a contract of employment) working their usual hours are not eligible as expenditure cost, only any additional cost resulting from time worked directly on the project over and above usual hours are allowed.

Other expenditure – This is where you should include any other project costs that don't fit under the other headings. For example:

Websites - We'll consider funding up to £1,000 towards the costs of developing and hosting a website, if it will be used primarily to market and promote your project. If developing a website is central to the creative vision of your project and you'll be using it as a platform for your artistic practice, then we may consider funding more than £1,000.

You'll need to show us how you'll use the website both during and after your project.

Contingency – this is money set aside to cover unexpected costs. We allow a maximum of 5% of your total project costs as contingency. The contingency is a buffer, and if additional costs are not incurred during the project a surplus may result. If this happens we may reclaim our funding % of any surplus if that part of the funding was not required.

Tab 3 Income

On this tab list all the income you anticipate receiving towards your project under the appropriate headings.

Our funding is offered as a percentage of the total eligible project cost. You'll need to find the rest that you need from your own funds or other sources, and this is what's known as partnership or match funding. We may ask for evidence that this funding is in place.

Other sources of funding should be investigated prior to applying for a grant. Match funding helps demonstrate the strength and potential of your project idea, and shows us that there's a commitment to your project. It also shows us that other stakeholders agree that your project meets a need, that it will have public benefit, and that they are prepared to invest money in it.

At least 10% of your project's income will need to come from a non-Arts Council of Wales source. Remember this is a minimum percentage and we'll expect you to maximise the contributions to your project from your own funds, from earned income and from other funding partners.

We're also keen to support projects that are funded collaboratively, rather than those which rely on us to be the major – or sole – funder. The more partnership funding you can secure, the stronger your project becomes. It also allows us to spread our funding more widely, helping us support more projects. We may turn down your application if there isn't evidence of any match funding, or if the budget doesn't demonstrate value for money.

Some examples of partnership funding sources:

- Your organisation's own funds, although these must have come from a non-Lottery and non-Arts Council of Wales source.
- Cash contributions from other partners in the project
- Earned income (such as tickets, exhibition sales or Night Out income)
- Grants from other organisations (at least 10% must be from non-Lottery sources)

Please note, we are unable to accept theatre tax relief credits as a form of income.

Breaking down your budget

We ask you to break down your project income into different headings so that we can assess it fairly. These are the headings we use:

Arts Council of Wales project grant request (excluding access costs) – This is where you should note the amount you're applying for, not including personal access costs. This should match the requested amount on your application form. Please ensure the figures match before submitting the application.

Your own funds – This is where you should list any financial contribution you'll make to the project. This amount must be sustained on completion and **cannot** be reduced.

Your earned income – This is where you should list any income you expect to earn from your project activity, for example from ticket sales, workshop or training fees or catalogue/programme sales. We understand these figures may be speculative, but you should be realistic about the amount you're likely to earn. We would expect to see how you've calculated the total, for example:

- 5 shows x 210 people x £5 = £5,250

Please note that if VAT is charged on your ticket sales or admission price, you shouldn't include it in your earned income.We cannot fund projects which have already started, so **tickets cannot be on sale** for your event before you have accepted our offer of grant. This would make your application ineligible.

Other funding - This is where you should list other funding such as any other grants / donations / Local Authority funding you may be receiving for the project.

Please tell us the name of the funders, the amount they're contributing and whether the funding has been confirmed in writing (this is a Yes/ No option). If you're waiting to hear, please tell us when you're expecting a decision.

If your chosen scheme allows supporting documents, you may wish to include confirmation of your other funding as part of the allowed attachment(s). We may request evidence of other funding prior to the awarding of a grant or releasing any funding.

Support in kind – This is where you should list any non-cash contributions to your project, such as the offer of space or equipment that would otherwise have to be paid for.

Estimate the cost or value of any items or services given to you by other organisations / individuals that you would otherwise have to pay for. To value this, just work out what it would have cost if you had not been given the item or service for free.

List each provider of in-kind support, the value of what they're giving and whether it's been confirmed in writing (this is a Yes/ No option). If your chosen scheme allows supporting documents, you may wish to upload letters / emails of support confirming your support in kind. If no supporting documents are allowed, we may request evidence of your support in kind later.

Support in kind **cannot** be from your own resources e.g. the cost of hiring your own hall or salaries of your own staff who have a contract of employment.

We do allow **additional** costs as support in kind, for example any additional hours worked for the project.

We do allow **suppliers' discounts** as support in kind. For services provided at a reduced rate, include the amount you will pay in the expenditure part of the budget, and include the amount of the discount as support in kind in the income table. For example, if hiring a performance hall usually costs £1,000, but it is being provided for £800, then the expenditure for this item would be £800, with support in kind valued at £200, and clearly noted as a discount.

For organisations, support in kind is limited to a **maximum of 10%** of the total eligible project cost).

For individuals, there is **no limit** for support in kind.

Please be aware that your total support in kind amount will appear **automatically** on the Expenditure tab. You **do not** need to enter any information about support in kind on the Expenditure tab.

Tab 4 Personal Access Costs

Additional Access Costs – this is for funding towards the access costs of those involved with delivering the project. For example, this might be interpreter costs for an actor in the production, a support worker for a stage director, or to pay for specialist software for an artist delivering a workshop. This is not an exhaustive list.

We would expect to see a detailed breakdown of costs and an explanation of who they relate to, for example: Support worker for the stage director £200 per day x 3 days = £600

If you received Access support to help you with submitting your grant application, you may wish to include a cost for help with submitting your completion report.

e.g. Submitting completion report help: £200 to a Support worker for 1 day = £200

Costs included in the Personal Access Costs tab are additional to your grant amount. For example, if the maximum you can apply for in a scheme is £10,000, you can apply for £10,000 **and** any additional personal access costs.

Access costs for audiences or participants should **not** be included here but should be on the Expenditure tab, under the heading 'Costs of making your activity more accessible for your audiences and participants'.

If you are unsure about whether costs are valid personal access costs, please contact our Grants and Information Officers for advice, by emailing grants@arts.wales

Final budget checklist:

- Have you read through all the budget help notes?
- Have you read the scheme guidelines to see if any specific budget criteria applies?
- Is the budget on the Excel template?
- Does your requested grant amount on the budget match what you're asking for on the application?
- Does the budget balance?
- Is your contingency capped at 5%?
- Is at least 10% of your project income from non-Arts Council of Wales or Lottery sources?
- If you have included any 'support in-kind' as income, make sure you haven't input this on the Expenditure tab, as this is done automatically for you.

FAQs

Do I need to upload a budget?

Most of our funding schemes will ask that you upload a budget on our template. Please check the guidelines for the scheme you are applying to. For most schemes, providing a

budget on our template is a vital part of your application and your application will not be able to progress without one.

If your grant is successful, these figures will form part of our basis assessment on completion of the project.

Is there a template for the budget?

The scheme guidelines will state if you must use our Project Budget Template. This allows us to compare project budgets from different applications in a consistent way. You can download the template from our website.

Which file formats are accepted?

The budget **must** be uploaded as an Excel document. We **cannot** accept your budget saved in another format, such as Pages, Numbers or as a pdf unless stated in the guidelines for the scheme you're applying to.

Where do I upload the budget?

You upload the budget in the attachments section of your application before you submit your application.

Should I include VAT?

If you're registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT).

If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be included as a separate category of expenditure and you should explain how you calculated this figure.