

The below template should be read in conjunction with the Grant Budgets Factsheet.

Your income and expense totals need to be the same number. When the totals are the same your budget balances, showing that you have the income to cover your expenses and therefore that your project is viable.

When drawing up a budget it is sometimes easier to list all your expenses first and then make sure you have the income to cover all those expenses.

INCOME

Item	Amount (\$)
Australian Artists' Grant	\$1,000
Artist Fee	\$1,500
Materials fee	\$1,000
In-kind support venue costs	\$1,000
Own resources	\$1,300
Total	\$5,800

EXPENSES

Item	Amount (\$)
Artist Fee	\$1,500
Materials (specific materials can be listed if relevant)	\$1,000
Venue costs	\$1,000
Catalogue production and printing	\$800
Documentation	\$500
Travel costs	\$200
Opening night costs	\$500
Installation assistance	\$300
Total	\$5,800

All the items and amounts listed in this budget are examples only to demonstrate the types of items that can appear in your budget.

We recommend you cite standard rates for Artists' Fees from the NAVA Code of Practice.

A note on in kind support:

In kind support is anything that is provided with no exchange of cash i.e. provided for free. For example, you may be providing some of your time without being paid or someone may be providing you with accommodation or a venue for free. In kind support should still be entered as a dollar amount rather than zero, so a value may need to be estimated. In kind items should appear in both the income and expenses section of the budget as the item is still an expense, it has just been paid for by someone else.