

## Your project budget

Writing a project budget- an important part of project planning or writing a funding application:

Make a table, or two lists, showing all your likely income and expenditure for the project. You can use this as a funding application, or just to get a realistic idea of your likely costs and how you will meet them - like this:

EXPENDITURE	£	INCOME	£
Professional artists' fees		Trusts and charities	
Travel and subsistence		Local authority	
Publicity and marketing		Arts council money	
Administration		Business sponsorship	
Documentation and Evaluation		Earned income (eg ticket sales)	
Venue/ studio/ room hire		Awards	
Other costs Eg; project launch, celebration (think carefully and make sure you include everything relevant to your project)		Support in kind (eg, list all donated "blagged materials or space, services, accommodation etc	
Public liability insurance			
Contingency 5% in total			
<b>Total</b>		<b>Total</b>	

**REMEMBER:** Make sure both columns add up to the same total!

If you don't have as much income as your estimated costs, you need to either:

- scale down the project
- use your budget to identify a fundraising target, then identify potential sources of funding or sponsorship.