



## BUDGET

### Helpful Hints When Creating Your Budget

1. **Budget Eligibility** - Not all items are eligible for funding through the Regional Arts Fund. Check Guidance Material for Budget Eligibility criteria.
2. **Other source funding** - It is unlikely that your application will be funded without evidence of financial support from a source other than the Regional Arts Fund. You shouldn't request the Regional Arts Fund (RAF) to cover the entire cost of the project. Applicants are required to contribute or source cash and/or in-kind from others.
3. An **Example Budget** is available and will greatly assist you to create a balanced budget.
4. A **Budget Template** is available and will greatly assist you to create a balanced budget.
5. Your local **Arts and Cultural Facilitator** can provide valuable support when creating your budget. It is highly recommended that you contact your Arts and Cultural Facilitator to review your budget.
6. **Applicant Contribution** - All applicants are required to provide a contribution, either in-kind or cash;
7. **Organisations** - If you are applying for funds for a workshop that will make up one component of a festival, your budget should focus only on that workshop; *not the entire festival*.
8. **Artists Wages** - Your budget should demonstrate that Artists are paid appropriately, you can find information on Recommended Rates;
9. **Project Costs** - Minimal project costs only, will be eligible.

#### **Volunteer Contribution:**

Your volunteer contribution is considered an in-kind contribution to your project and it is important to account for unpaid hours people contribute to your project.

These hours are accounted for in your budget as in-kind income and in-kind expenditure where **1 hour of voluntary time is valued at \$33**.

**Please note:** \$33 per/hr is the general recommended rate for time volunteered to projects. Professional volunteer services are valued at \$55 per/hr.