

# Creative Scotland

## Open Project Funding Information Sheets

### Help With Budgets

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#### Introduction

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This information sheet is to help prospective applicants to Creative Scotland's Open Project Funding programme with guidance about their budgets and financial information – outlining the key information we need you to provide (in the budget summary, income and cost tables in the application form) and to provide examples of detailed budgets.

You must read the [Guide to Open Project Funding](#) and relevant [Help With Your Application](#) documents - this information sheet compliments the guidance in those documents but does not replace it.

#### Alternative Formats, Languages and Access Support

Creative Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations. We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application. The Equalities Team can offer additional one-to-one support to applicants with access requirements. Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you have any general enquiries about the application process, Guidance or Application Form, please contact our Enquiries Service:

Email: [enquiries@creativescotland.com](mailto:enquiries@creativescotland.com)

Telephone: **0845 603 6000 (10am-12pm & 2-4pm, Mon – Fri)**

If you are a deaf BSL user, you can access our services with the Contact Scotland-BSL programme. Go to [www.contactscotland-bsl.org/public](http://www.contactscotland-bsl.org/public) for more information.

## **Key things to remember about budgetary information**

The budget information you provide must be complete and accurate.

It is a vital part of your application and will not be able to process your application if it has not been filled out properly. We are interested in seeing how you have worked your numbers including what assumptions you have used.

When filling out the application form:

- The income and cost tables are required for all applications.
- A supporting detailed budget is **ONLY** required for applications over £15k.
- We strongly recommend that you try to secure other income for your project - from sources other than Creative Scotland - to help strengthen your application.
- Your budget must balance with your total costs adding up to the same figure as your total income. This includes in-kind costs. If you have in-kind income, then it **MUST** be balanced in your budget by also appearing in your costs under the relevant section to which the in-kind costs relates.

## Budget Summary Table

All applicants will need to complete this table in the application form to give us a budget overview for the whole project. If the total in this table is the same as the amount of money you are applying to Creative Scotland for then you are asking Creative Scotland to provide 100% of the costs. It is possible to apply to the Open Project Fund for 100% of the costs of the project, but evidence of funding support from other partners is something that we have to consider in a highly competitive fund. It will help strengthen your application. It will also enable us to use the overall budget to fund as many of the high quality proposals we receive as possible.

The final two fields in the Budget Summary Table relate to how much partnership funding is already confirmed and in place at time of application – if you're applying to Creative Scotland for 100% of the project costs, then this section should be left blank. If your project has income from other sources (from, for example, other funders or ticket sales) then you should give us the full figure you are budgeting to come from other sources and how much (in percentage terms) this is of the total budget.

For example, if you had a project with an overall budget of £10k, and you were applying to Creative Scotland for £8k and of the other £2k, which is coming from other funders (for example charitable trusts), £500 is confirmed, and £1500 is not confirmed, then this summary would look like this:

What is the <b>total budget</b> of the project / activity?	£ 10,000
What is the funding <b>you require from Creative Scotland</b> ?	£ 8,000
What percentage is Creative Scotland's contribution to the total budget?	80 % (this is calculated by taking the amount you require from Creative Scotland, dividing it by the overall budget, and multiplying by 100)
How much <b>guaranteed</b> partnership funding is in place? (cash and in-kind)	£ 500
What percentage of the total budget is <b>guaranteed</b> partnership funding?	5 % (this is calculated by taking the amount you have guaranteed dividing it by the overall budget, and multiplying by 100)

## Project Costs Table

All applicants will need to complete this table in the application form to give us a summary of the total costs (sometimes referred to as 'expenditure') for the whole project.

The Open Project Fund is a competitive fund for which we're consistently receiving more requests for funding than we have budget to support. We encourage all applicants to think carefully about their funding request to ensure that they apply for an appropriate amount of support in relation to what they need to deliver their project.

In this table you should outline all the proposed costs (i.e. all of the items you will be paying for as part of your activity). Every project will be different, and we wouldn't expect you to have costs against all of the headings in the table. But we want you to tell us about what the money will be used for as clearly as possible.

All costs should be shown in 3 columns in the table:

- The costs excluding VAT - the rate is usually 20%
- The VAT on these costs - this should be the VAT you cannot reclaim (see below)
- The total cost including VAT i.e. the total of the 2 lines above

If you are registered for VAT, any figures you put in the table should not include any VAT that you can claim back.

If you are not registered for VAT, then please include VAT in the column provided. For more information on VAT, you should speak – in the first instance – to HM Revenues and Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) or your own professional financial advisor (if you have one).

To help, the table headings in the Project Costs Table include some of the more common costs we might expect you to account for, and further explanation of these are provided below.

### ***Artistic and Creative costs***

Under this heading we want you to tell us purely about the artistic costs attached to the project. This would include the fees and wages of the creative people involved in the activity - e.g. musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, lighting designers, curators, workshop leaders and other artistic roles. If you are involved in the activity as an artist, you should include your own artistic costs.

This also includes the artistic costs of undertaking any creative development of your artistic practice, such as costs for a period of creative development or reflection, research or to undertake an artistic residency.

Alongside the artistic development and staffing costs, we would also ask you to include any other staffing costs in this section – if you're employing a project manager, or administrative support, then tell us here.

**Creative Scotland is committed, through any activities we support, to ensure that artists are paid appropriately for their time and effort. We therefore expect applications to reference relevant industry standards on rates of remuneration.**

### ***Professional and Organisational Development costs***

Sometimes the activity you're seeking support for will be more focused on structured learning. This section will allow you to tell us about any structured developmental costs for you as an individual or an organisation. So if you're looking for funding to undertake any training, skills development activity, or professional development programmes then please include it under this heading. Equally, if you're looking to develop a programme for your organisation or the wider sector (a residency, a talent hub or skills network) – or if you're looking for organisational development support, for example, to make your organisation more sustainable, this is where to list the costs.

### ***Equipment and other Capital Assets***

Delivering high quality-work, and developing as a creative professional, often requires funding for equipment and materials. Under this heading please include any costs relating to the purchase or rental of any materials or equipment you require to carry out your project. You can also include time-limited overheads and other costs that are directly related to the activity you are asking us to support – for example phone bills, postage and insurance. Additionally, include any small-scale capital costs such as installing fixed assets (e.g. new lighting or seating for a venue), purchase of instruments and vehicles, or installing new technologies. Capital improvements (such as improvements to buildings) should also be listed here – although please note that we do not support the costs of feasibility studies. Please note organisations can apply with an 'equipment only' application, provided this equipment or materials will have a broader communal impact, and/or public benefit. Individuals cannot apply with an 'equipment only' application – but equipment can be included as one element of their broader project costs if the individual wishes to include it.

### ***Marketing and audience development costs***

High quality work doesn't always get the audience it deserves, and we are keen for applicants to think about the marketing of their activity at the earliest stage possible. Include costs that enable you to develop your marketing and audience development strategy, for example; research, the design and print costs of promotional materials, costs for direct mailing or distribution, website or digital marketing, photography, and consultancy fees to any people who are delivering this activity with you.

### ***Overhead costs***

This section enables you to include any other overheads that are not included in the sections above. For example, you can list travel costs relating to artistic or creative research and development, accommodation (hotels etc.) and subsistence (living costs, meals etc).

### ***Access costs***

Creative Scotland is committed to ensuring that as many people as possible can access the work we fund. We encourage you to think about improved access provision and to check you are doing all you can reasonably do to develop and sustain inclusive practice. Access costs are non-artistic costs that specifically relate to enabling participation and inclusion and you can include costs to make your activity accessible to a wide range of people – such as funding to provide large print or Easy Read exhibition interpretation, captioned film, touch tours of exhibitions or performances, or 'relaxed' performances for people with autism.

### ***Personal Access costs***

If you are applying as an individual, you are deaf or disabled, and you have personal access costs (that you require to support you to carry out your activity e.g. Sign Language Interpretation) please provide details in your application. Your access costs (which can be up to an additional 10% on top of your total budget) will not be taken into account when deciding the level of grant – i.e. under £15K or over £15K. For example, if your total project budget totals £16,500 but £1,500 of this relates to personal access costs, you can apply to us for £16,500, but it will be considered as an application for up to £15k and you will receive a decision within 8 weeks. In some circumstances it is possible to include childcare costs - particularly where participants are unlikely to be able to afford attendance without this support – or for activity where women are under-represented. Please explain why this support is required. Please tell us if you are likely to receive support from [Access to Work](#).

### ***Other costs***

Some costs don't easily fit into the sections above, so under 'Other costs' you should include any costs related to creative learning or educational activity, the purchase of any services not previously recorded, or some consultancy fees, for example.

### **Description and calculations column**

In this column we want you to show us any calculations which lie behind the figures you're citing as your key project costs. Please include any daily rates for personnel, and any of the thinking behind the sums you're quoting. An assessing officer will want to know not only the total figure in your budget, but how you've reached that figure. This column is your opportunity to outline this.

### **In-Kind Costs appearing in Project Costs table**

One of the commonest mistakes made in budgets is that applicants don't balance up their in-kind income, to their Project Costs. If you're receiving in-kind support you will need to note this BOTH in your Project Income table AND ALSO in your Project Costs table. So if you receive, for example, £1500 of studio space in-kind, this should be accordingly listed in your Project Income table, but it also needs to appear in the Project Costs table to show how you plan to use the in-kind support to deliver that element of the project. Failure to do this will lead to your budget being imbalanced and wrong.

## Project Income Table

All applicants will need to complete this table in the application form to give us a summary of the partnership funding and income (coming from sources other than Creative Scotland) for the project.

Financial income from other sources helps to demonstrate that there is wider support for the activity you're proposing. Additionally by securing other funding, your funding request from us is lessened, allowing us to use the budget in this highly competitive fund as broadly as possible.

We recommend all applicants to try and secure partnership funding for their project. This can be in cash or in-kind, or both. It is not a condition of our funding that other partnership funding must be secured, but evidence of funding support from other partners is something that we have to consider in a highly competitive fund and it will strengthen your application.

Where appropriate, you should detail the sources of income on the Project Income table in the Application Form. If you are applying for 100% of the project costs, then simply outline the sum you're applying for from Creative Scotland, and list this as 100% of the total project cost.

**Please note** that if your project includes funding from Creative Scotland from another funding route – either directly through one of [Creative Scotland's funding programmes](#) or through one of our [funds delivered by partners](#) – this 'double funding' **cannot** be used as partnership funding for a project. If you need any clarification on whether your proposed partnership funding is considered 'double funding' please look at [our other funding programmes](#) or contact our Enquiries Service.

If you have other non-Creative Scotland funding (in place or pending) to support the project, then please tell us about this in this Project Income table. Ensure the Project Costs total matches the Project Income total (i.e. the totals in BOX A and BOX B are the same).

When telling us about other partner funding/income:

- **Guaranteed** means that the income is confirmed that you will definitely receive it
- **Conditional** means that the income is confirmed, but has certain conditions attached (i.e. the other funder will only award you their income once you have secured a proportion of income from other sources)

- **Pending** means that you are seeking the funding but are awaiting a decision or confirmation or the funding situation is not known at time of application. Please note that income such as future ticket sales, album sales or book sales – unless you've been given a conditional advance by a publisher/retailer/distributor - are by our definition considered to be 'Pending' and not 'Conditional'.

If your income is 'Guaranteed' or 'Conditional' and is coming from another funder (i.e. not the applicants own resources) then you will need to provide evidence of this in your supporting materials, including confirmation of the exact sums being provided by other funders.

If your income is 'pending' or 'in kind' we do not need to see confirmation of this at time of application – but we may well seek confirmation before any funding award is made.

### ***Cash or In-Kind***

Cash funding is financial support towards the project from your own resources, or from another funder or benefactor.

In-kind support is used to describe any materials or services that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate. The value of in-kind support can contribute towards the proportion of partnership funding you have from other sources.

In-kind support might include:

- equipment being provided free of charge that you would otherwise have to buy or hire
- the use of a rehearsal, performance or writing space that you would otherwise have to pay for
- volunteers who are giving their time for free; please include details of who is giving the support in kind, what it is and an estimate of its value.

Please note – as previously outlined – in-kind *income* must also be included in your *Project Costs* so that we can see where you plan to allocate your in-kind support for the project.

### ***Local Authority funding***

Please include any funding or in-kind support you have received or applied for from local authorities for this activity. Please give us the name of each local authority and the amount.

### ***Enterprise Agencies***

Include any funding or in-kind support you have received or applied for from any enterprise agencies such as Scottish Enterprise, or Highlands and Islands Enterprise towards the project.

### ***Broadcasters***

Some projects could be of interest to media partners and broadcasters. If your project has financial or in-kind support from media partners or broadcasters (be they public or commercial agencies), then please provide details here.

### ***Other Lottery Funders***

Creative Scotland is not the only distributor of National Lottery funding, and sometimes a project may be eligible to apply for financial support from multiple lottery distributors. If you have received, or applied for, support from another lottery distributor, please provide the details here.

### ***Trusts and foundations***

Include any funding or in-kind support you have received or applied for from any charitable trusts or foundations towards the project.

### ***Companies***

Some private companies sponsor arts activity as part of their corporate responsibility. For more information about this whole area, you can contact [Arts & Business Scotland](#). If you've secured any financial or in-kind support from private businesses or companies, provide details here.

### ***Individuals and fundraising***

If you have received a donation from a private individual, or you have raised (or intend to raise) funds towards this project, give details here.

### ***Own resources***

Please indicate any financial or in-kind support that you will be putting into the project – from your own resources.

### ***Earned income***

Include any income you will earn from this activity (for example, from ticket sales, workshop fees or selling work or publications). You should be realistic about the level of income you are likely to earn for your activity. For touring activities, please provide details of your confirmed income from guaranteed fees from venues, your estimated income, or both. Please provide a clear breakdown for each entry to show us how you have reached your figures.

## Budget Examples

Please note that **all applications over £15k** are required to submit an additional supplementary budget, in addition to the completion of the Budget Summary, Project Costs and Project Income tables.

The format of this budget is dependent on your project and the examples we provide below are only to give you an idea of the way your budget could look and what items to include in it.

We would recommend that you use a spreadsheet to prepare your budget and please check it carefully before you submit, to ensure that it adds up correctly and includes every part of your project.

If you need further help on writing a budget, then the Cultural Enterprise Office produces a range of excellent [guidance on this area](#). This includes their [Budgets Guide](#) and their [Understanding Project Budgets Guide](#) as well as an overview of the main [budget pitfalls](#).

*Please note – in the following budget examples the rates or prices used are for example only. They should not be considered as the rates which are formally endorsed by Creative Scotland in any way.*

## Budget example 1

This is an example of a visual arts and music project, taking place across 4 different area locations. The format has been based on the costs attached to the artists involved with the additional project overheads then added.

<b>Income</b>	
CS - Creative Scotland	£29,320
Funder 1 (guaranteed)	£7,621
Funder 2 (in kind- use of equipment)	£173
Artist (in kind- materials)	£60
Funder 3 (in kind- venues)	£2,179
Funder 4 (application pending)	£347
<b>Total Income</b>	<b>£39,700</b>

ITEM	Tender and commissioning	Artist research period	area 1	area 2	area 2	area 4	Exhibition and production	Total	Sub-totals
<b>Musician</b>									
Artist Fee (recording, performances and exhibition)	£0	£1,000	£1,250	£1,250	£1,250	£1,250	£0	<b>£6,000</b>	
Production of Work (recording, performances and exhibition)	£0	£0	£1,250	£1,250	£1,250	£1,250	£1,000	<b>£6,000</b>	
Hiring recording & performance Equipment	£0	£0	£500	£500	£500	£500	£0	<b>£2,000</b>	
Artist Travel	£0	£0	£120	£120	£120	£120	£0	<b>£480</b>	
Artist Subsistence (£20 per day 10 days)	£0	£0	£200	£200	£200	£200	£0	<b>£800</b>	
Artist Accommodation (10 days)	£0	£0	£500	£500	£500	£500	£0	<b>£2,000</b>	
Artist Public Liabilities Insurance	£0	£30	£0	£0	£0	£0	£0	<b>£30</b>	
Artist PVG registration/Disclosure	£0	£45	£0	£0	£0	£0	£0	<b>£45</b>	<b>£17,355</b>
<b>Visual Artist</b>									
Visual Artist fee	£0	£0	£300	£300	£300	£300	£300	<b>£1,500</b>	
Materials specific to exhibition	£0	£0	£300	£300	£300	£300	£300	<b>£1,500</b>	
Production of artwork specific to record and publication	£0	£0	£0	£0	£0	£0	£1,000	<b>£1,000</b>	
Artist Public Liabilities Insurance	£0	£0	£30	£0	£0	£0	£0	<b>£30</b>	
Artist PVG registration/Disclosure	£0	£0	£45	£0	£0	£0	£0	<b>£45</b>	<b>£4,075</b>
<b>Writer</b>									
Writer fee	£0	£0	£0	£167	£167	£166	£0	<b>£500</b>	<b>£500</b>
<b>Production of editioned work</b>									
300 limited ed vinyl	£0	£0	£0	£0	£0	£0	£1,000	<b>£1,000</b>	
MP3 download	£0	£0	£0	£0	£0	£0	£0	<b>£0</b>	
Publication costs	£0	£0	£0	£0	£0	£0	£500	<b>£500</b>	<b>£1,500</b>
<b>Staff</b>									
Project Manager	£0	1000	£1,000	£1,000	£1,000	£1,000	£0	<b>£5,000</b>	
Volunteers at £6.19 per hour (3 x 4 hours per area)	£0	£0	£25	£25	£25	£25	£0	<b>£99</b>	
Volunteers expenses £5 per day	£0	£0	£15	£15	£15	£15	£0	<b>£60</b>	<b>£5,159</b>
<b>Exhibition in Suttie Arts Space</b>									
Food/drink for openings	£0	£0	£0	£0	£0	£0	£500	<b>£500</b>	
Publicity and Marketing materials (design, print and distribute)	£0	£0	£0	£0	£0	£0	£500	<b>£500</b>	
Hiring of Equipment	£0	£0	£0	£0	£0	£0	£500	<b>£500</b>	
Transport of artwork	£0	£0	£0	£0	£0	£0	£250	<b>£250</b>	<b>£1,750</b>
<b>CORE COSTS</b>									
Programme Curator	£430	£430	£430	£430	£430	£430	£420	<b>£3,000</b>	
Office Manager	£0	£0	£0	£0	£0	£0	£833	<b>£833</b>	
Volunteers @ £6.19 per hour (4 hours/day over 12 weeks)	£0	£0	£0	£0	£0	£0	£2,080	<b>£2,080</b>	
Building maintenance (walls, ceiling and lights)	£0	£0	£0	£0	£0	£0	£166	<b>£166</b>	
Electricity	£0	£0	£0	£0	£0	£0	£300	<b>£300</b>	
Internet Access	£0	£0	£0	£0	£0	£0	£80	<b>£80</b>	
Phones	£0	£0	£0	£0	£0	£0	£100	<b>£100</b>	
Computer equipment	£0	£0	£0	£0	£0	£0	£347	<b>£347</b>	
Stationery	£0	£0	£0	£0	£0	£0	£100	<b>£100</b>	
Security (CCTV and staff)	£0	£0	£0	£0	£0	£0	£48	<b>£48</b>	
Contents Insurance	£0	£0	£0	£0	£0	£0	£80	<b>£80</b>	
Building Insurance	£0	£0	£0	£0	£0	£0	£125	<b>£125</b>	
Public Liabilities Insurance	£0	£0	£0	£0	£0	£0	£45	<b>£45</b>	
Insurance of artwork in the space	£0	£0	£0	£0	£0	£0	£167	<b>£167</b>	<b>£7,471</b>
<b>Project Total</b>	<b>£430</b>	<b>£2,505</b>	<b>£5,965</b>	<b>£6,057</b>	<b>£6,057</b>	<b>£6,056</b>	<b>£10,741</b>	<b>£37,810</b>	
5% contingency	£21	£125	£298	£303	£303	£303	£537	<b>£1,890</b>	<b>£1,890</b>
<b>Total</b>	<b>£451</b>	<b>£2,630</b>	<b>£6,263</b>	<b>£6,360</b>	<b>£6,360</b>	<b>£6,359</b>	<b>£11,278</b>	<b>£39,700</b>	<b>£39,700</b>

## Example 2-

This example is a dance project where the applicant has chosen to set up their budget based on the format of the project income and cost tables in the application.

Income	Type of funding	Name of Funder /Source	In Kind	Guaranteed	Conditional	Pending	Total
	Creative Scotland					59,671	£59,671
	Local Authority	ABC Council			£45,000		
	Own Resources	Director time		4,079			£4,079
	Earned income	Ticket sales 1,000 tickets at £12 each				£12,000	£12,000
	Earned income	Fees from venues		£5,000			£5,000
	Trusts and Foundations	ABC Trust (see confirmation letter)		£5,000			£5,000
	Other	Music and dance rehearsal space	£2,080	£2,080			£2,080
	<b>Total Income</b>			<b>16,159</b>	<b>45,000</b>	<b>71,671</b>	<b>£87,830</b>

Cost Heading	Description	Number	Breakdown	Sub-Cost	No of units	Amount Quoted	Cost Pre Vat	VAT Amount	Total including VAT
Artistic / Creative Costs	Director	1	Director Fee	£1,439	1	£1,439			
			Weekly Fee	£440	6	£2,640	£4,079	£0	£4,079
	Producer	1	Producer Fee	£1,439	1	£1,439			
			Weekly Fee	£440	6	£2,640	£4,079	£0	£4,079
	Musical Director	1	Director Fee (per hour)	£52	32	£1,656			
			Arranger Fee (per hour)	£52	32	£1,656	£3,311	£0	£3,311
	Musician Brass & Extras	7	Performance: Session rate p/d	£131	5	£4,585			
			Performance: Per deum	£23	8	£1,288			
			Accommodation Allowance	£37	3	£767			
			Rehearsal: Session rate p/d	£131	3	£2,751	£9,391	£0	£9,391
	Core Band	3	Performance: Session rate p/d	£131	5	£4,585			
			Performance: Per deum	£23	8	£1,288			
			Accommodation Allowance	£37	3	£329			
			Rehearsal: Session rate p/d	£131	5	£4,585	£10,787	£0	£10,787
	Choreographer	2	Prep * first 2 weeks of Rehearsal	£1,778	1	£3,556			
Additional weekly rehearsals			£440	2	£1,760				
Accommodation Allowance			£37	3	£219				
Daily meal allowance			£23	20	£3,220	£8,755	£0	£8,755	
Dancers	4	Weekly Fee (Rehearsals + Perf)	£440	5	£8,800				
		Daily meal allowance	£23	20	£1,840				
		Accommodation Allowance	£37	3	£438	£11,078	£0	£11,078	
Visual Artist	1	Weekly Fee	£500	5	£2,500				
		Accommodation Allowance	£37	3	£110	£2,610	£0	£2,610	
Administrator	1	Flat fee	£1,800	1	£1,800	£1,800	£0	£1,800	
Sound Technician	1	Fee	£180	6	£1,080				
		Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190	
Lighting Technician	1	Fee	£180	6	£1,080				
		Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190	
Logistics Manager	1	Fee	£180	6	£1,080				
		Accommodation Allowance	£37	3	£110	£1,190	£0	£1,190	
<b>Artistic / Creative Costs sub-total</b>							<b>£59,457</b>	<b>£0</b>	<b>£59,457</b>
<b>Professional/Organisational development Costs sub-total</b>							<b>£0</b>	<b>£0</b>	<b>£0</b>
Equipment/Assets cost	Dance Floor Hire						£417	£83	£500
	Lighting Hire						£1,333	£267	£1,600
	PA and Sound Gear Hire						£2,333	£467	£2,800
	Prop, Set and Costume Materials						£2,083	£417	£2,500
	Insurance						£417	£83	£500
	Accountancy Software Fees			£20	8		£133	£27	£160
<b>Equipment/Assets cost sub-total</b>							<b>£6,717</b>	<b>£1,343</b>	<b>£8,060</b>
Marketing/Audience Development Costs	PR Agent Fee						£1,000	£200	£1,200
	Marketing Agency Fee						£1,000	£200	£1,200
	Videographer Hire						£1,800	£0	£1,800
	Social Media Ad Spend						£500	£100	£600
	Printed Media Advert						£1,667	£333	£2,000
	Poster Design and Printing						£1,250	£250	£1,500
<b>Marketing/Audience Development Costs sub-total</b>							<b>£7,217</b>	<b>£1,083</b>	<b>£8,300</b>
Overheads	Coach Hire & Fuel						£2,042	£408	£2,450
	Venue Hire						£2,750	£550	£3,300
	Music Rehearsal Space	Studio per 3hr slot	£30	16		£400	£80	£480	
	Dance Rehearsal Space	Theatre space per week	£400	4		£1,333	£267	£1,600	
<b>Overheads sub total</b>							<b>£6,525</b>	<b>£1,305</b>	<b>£7,830</b>
<b>Accessibility and access costs</b>							<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Subtotal before contingency</b>							<b>£79,916</b>	<b>£3,732</b>	<b>£83,647</b>
<b>Other Costs Contingency (5%)</b>							<b>£3,996</b>	<b>£187</b>	<b>£4,182</b>
<b>Total Project Costs</b>							<b>£83,911</b>	<b>£3,918</b>	<b>£87,830</b>