Sample Budget - Gallery programme - 3 Exhibitions

INCOME

Type of Income	Details	Status	Amount Sub-Tot	tals
Grant Funding	Grant funding from ANYCOUNTRY embassy - support to present ANYARTIST	Conditional	£1,000.00	
In-Kind Support	Venue costs and associated administration - from my organisation - for 12 weeks of exhibition	Confirmed	£17,000.00	
In-Kind Support	Technicians from my organisation - install of exhibition etc	Confirmed	£4,500.00	
	Percentage of salaries from my organisation (including curatorial staff, admin staff and information assistants) -	for		
In-Kind Support	period of exhibition	Confirmed	£15,423.00	
Donations	Donations from patrons	Pending	£1,000.00	
Sub-Total - Exhibition 1			£38,923.00	£38,923.00
Grant Funding	Grant funding from ANYFUNDER for this exhibition	Confirmed	£1,000.00	
In-Kind Support	Venue costs and associated administration - from my organisation - for 12 weeks of exhibition	Confirmed	£17,000.00	
In-Kind Support	Technicians from my organisation - install of exhibition etc	Confirmed	£4,500.00	
	Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of			
In-Kind Support	exhibition	Confirmed	£15,423.00	
Donations	Donations from patrons	Pending	£1,000.00	
Sub-Total - Exhibition 2			£38,923.00	£38,923.00
In-Kind Support	Venue costs and associated administration - from my organisation - for 12 weeks of exhibition	Confirmed	£17,000.00	
In-Kind Support	Technicians from my organisation - install of exhibition etc	Confirmed	£4,500.00	
	Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of			
In-Kind Support	exhibition	Confirmed	£15,423.00	
Sponsor	Sponsor - cash support for this exhibition from ANYSPONSOR	Confirmed	£5,000.00	
Partner contribution	Cash support from ANYFESTIVAL for performance elements	Confirmed	£2,500.00	
Donations	Donations from patrons	Pending	£1,000.00	
Sub-Total - Exhibition 3			£45,423.00	£45,423.00
Total Income	All non-NLOFFO sources		£	123,269.00
Grant Funding	National Lottery Open Fund for Organisations - this application	Pending		£87,808
Total Income	Including NLOFFO			£211,077

Sample Budget - Gallery programme - 3 Exhibitions

EXPENDITURE

EXPENDITURE				
Type of Expenditure	Details tural work by Brussels-based ANYARTIST	Rate Reference	Amount	Sub-Totals
		Negotiated fee based on a-n/AIR Paying Artists		
Artist Fees	ANYARTIST - artist fee	Guide No relevant rate - above Scottish Artist's Union	£3,000.00	
Other Fees	Chair fee for artist talk at private view	sessional rates	£200.00	
Artist Overheads	ANYARTIST travel - return train from Brussels to Glasgow for install and private view	Quote - Eurostar/National Rail	£308.00	
Artist Overheads	ANYARTIST travel - return train from Glasgow to ANYTOWN for install and private view	Quote - National Rail	£54.50	
Artist Overheads	ANYARTIST accommodation - 4 nights at ANYHOTEL at £80 per night	Quote - ANYHOTEL No relevant rate - above most recommended	£320.00	
Artist Overheads	ANYARTIST per diems - 5 days (including travel days) at £35 per day	subsistence rates	£175.00	
Venue Overheads	Venue costs and associated administration - in-kind	In-kind from my organisation	£17,000.00	
Venue Overheads	Technicians from my organisation - install of exhibition etc	In-kind from my organisation	£4,500.00	
Venue Overheads	Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of exhibition	In-kind from my organisation	£15,423.00	
	Exhibitions Curator cost - fixed-term, full-time contracted post - percentage of post and on-costs spread across all	No relevant rate - salary based on benchmarking	-,	
Venue Overheads	three exhibitions	exercise with peer galleries	£11,474.33	
Production Production	Exhibition production costs and materials - paint, filler, fixings etc Transport of works by ANYARTHANDLER - Brussels to ANYTOWN	Quote from supplier Quote from ANYARTHANDLER	£750.00 £5,600.00	
Production	Transport of works - associated costs (customs charges)	Fixed cost	£250.00	
Marketing and PR	Interpretation panels - design and production	Quote from ANYPRINTER	£450.00	
	Posters and flyers/exhibition guides - design included in in-kind - just production costs - 100 posters, 3000			
Marketing and PR Marketing and PR	flyers/guides Adverts in ANYMAGAZINE, social media campaign	Quote from ANYPRINTER Quotes from suppliers	£4,000.00 £650.00	
Marketing and PR	Hospitality for private view - catering costs	Quotes from suppliers	£750.00	
Project Access Costs	Large print exhibition guides - printing costs only	Quotes from suppliers	£100.00	
D	Touch tour (sculptural work - agreed with artist) for visually impaired people - fee for guide including preparation	No relevant rate - based on two days at SAU >3	5500.00	
Project Access Costs Sub-Total Exhibition 1	time	years day rate	£600.00 £65,604.83	£65,604.8
	ottish artists - ARTIST1, ARTIST2 and ARTIST3			205,00-110.
Artist For-	Artist feet based on 2 feet of 12000	Negotiated fee based on a-n/AIR Paying Artists	00 000 00	
Artist Fees	Artist fees based on 3 fees of £2000	Guide No relevant rate - above Scottish Artist's Union	£6,000.00	
Other Fees	Chair fee for artist talk at private view	sessional rates	£200.00	
	Artist travel - return trains from Glasgow (ARTIST1), Edinburgh (ARTIST2) and Dundee (ARTIST3) to ANYTOWN for			
Artist Overheads	install and private view Artist accommodation, 2 rooms for 1 pight at ANYHOTEL at 590 per pight	Quote - National Rail	£192.00	
Artist Overheads	Artist accommodation - 3 rooms for 1 night at ANYHOTEL at £80 per night	Quote - ANYHOTEL Meal vouchers for venue café - £15 for lunch,	£240.00	
Artist Overheads	Lunch and dinner for 3 artists over install and private view days	£20 for dinner	£210.00	
Venue Overheads	Venue costs and associated administration - in-kind	In-kind from my organisation	£17,000.00	
Venue Overheads	Technicians from my organisation - install of exhibition etc Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of	In-kind from my organisation	£4,500.00	
Venue Overheads	exhibition	In-kind from my organisation	£15,423.00	
Venue Overheads	Exhibitions Curator cost - fixed-term, full-time contracted post - percentage of post and on-costs spread across all three exhibitions	No relevant rate - salary based on benchmarking exercise with peer galleries	£11,474.33	
Production	Exhibition production costs and materials - paint, filler, fixings etc Transport of works for ARTIST3 (ARTIST1 and ARTIST2 responsible for transporting their own works) - Dundee to	Quote from supplier	£750.00	
Production	ANYTOWN	Quote from ANYARTHANDLER	£200.00	
Marketing and PR	Interpretation panels - design and production Posters and flyers/exhibition guides - design included in in-kind - just production costs - 100 posters, 3000	Quote from ANYPRINTER	£450.00	
Marketing and PR	flyers/guides	Quote from ANYPRINTER	£4,000.00	
Marketing and PR Marketing and PR	Adverts in ANYMAGAZINE, social media campaign Hospitality for private view - catering costs	Quotes from suppliers Quotes from suppliers	£650.00	
•				
Project Access Costs	Large print exhibition guides - printing costs only	Quotes from suppliers	£750.00 £100.00	
Project Access Costs	Large print exhibition guides - printing costs only	Quotes from suppliers No relevant rate - based on two days at SAU >3	£100.00	
Project Access Costs		Quotes from suppliers	£100.00 £600.00	£62 739 33
Project Access Costs Sub-Total Exhibition 2	Large print exhibition guides - printing costs only	Quotes from suppliers No relevant rate - based on two days at SAU >3	£100.00	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists	£100.00 £600.00 £62,739.33	£62,739.33
Project Access Costs Sub-Total Exhibition 2	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide	£100.00 £600.00	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums	£100.00 £600.00 £62,739.33	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of Intern Artist Fees Artist Fees	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time sational performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above TTC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00	£62,739.3:
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time sational performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above TTC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00	£62,739.3:
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of Intern Artist Fees Artist Fees Other Fees Artist Overheads Artist Overheads	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time ational performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each ARTIST4 accommodation - 4 nights at ANYHOTEL in first week and 4 nights in final week (8 nights total) at £80 per	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates Quote - British Airways Quote - National Rail	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00 £474.00	£62,739.33
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Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees Artist Overheads Artist Overheads Artist Overheads Artist Overheads Artist Overheads	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time ational performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each ARTIST4 accommodation - 4 nights at ANYHOTEL in first week and 4 nights in final week (8 nights total) at £80 per	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates Quote - British Airways Quote - National Rail	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00 £474.00 £308.00 £640.00	£62,739.3:
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Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees Artist Overheads Artist Overheads Artist Overheads Artist Overheads Venue Overheads Venue Overheads	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each ARTIST4 accommodation - 4 nights at ANYHOTEL in first week and 4 nights in final week (8 nights total) at £80 per night ARTIST4 per diems - 10 days (including travel days) total at £35 per day Venue costs and associated administration - in-kind Technicians from my organisation - install of exhibition etc Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of exhibition Additional staffing for performances - 2 staff at £10.90 per hour for 4 minimum call per performance (4 performances)	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates Quote - British Airways Quote - National Rail Quote - ANYHOTEL No relevant rate - above most recommended subsistence rates In-kind from my organisation In-kind from my organisation In-kind from my organisation Real Living Wage	£100.00 £62,739.33 £3,000.00 £1,200.00 £474.00 £308.00 £640.00 £350.00 £4,500.00	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees Artist Overheads Artist Overheads Artist Overheads Artist Overheads Venue Overheads Venue Overheads Venue Overheads	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each ARTIST4 accommodation - 4 nights at ANYHOTEL in first week and 4 nights in final week (8 nights total) at £80 per night ARTIST4 per diems - 10 days (including travel days) total at £35 per day Venue costs and associated administration - in-kind Technicians from my organisation - install of exhibition etc Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of exhibition Additional staffing for performances - 2 staff at £10.90 per hour for 4 minimum call per performance (4 performances) Exhibitions Curator cost - fixed-term, full-time contracted post - percentage of post and on-costs spread across all	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates Quote - British Airways Quote - National Rail Quote - ANYHOTEL No relevant rate - above most recommended subsistence rates In-kind from my organisation In-kind from my organisation In-kind from my organisation Real Living Wage No relevant rate - salary based on benchmarking	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00 £474.00 £308.00 £4500.00 £17,000.00 £4,500.00 £15,423.00	£62,739.33
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees Artist Overheads Artist Overheads Artist Overheads Artist Overheads Venue Overheads Venue Overheads Venue Overheads	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time actional performance/visual artist - ARTIST4 ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each ARTIST4 accommodation - 4 nights at ANYHOTEL in first week and 4 nights in final week (8 nights total) at £80 per night ARTIST4 per diems - 10 days (including travel days) total at £35 per day Venue costs and associated administration - in-kind Technicians from my organisation - install of exhibition etc Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of exhibition Additional staffing for performances - 2 staff at £10.90 per hour for 4 minimum call per performance (4 performances)	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates Quote - British Airways Quote - National Rail Quote - ANYHOTEL No relevant rate - above most recommended subsistence rates In-kind from my organisation In-kind from my organisation In-kind from my organisation Real Living Wage	£100.00 £600.00 £62,739.33 £3,000.00 £1,200.00 £200.00 £474.00 £308.00 £640.00 £350.00 £4,500.00	£62,739.3:
Project Access Costs Sub-Total Exhibition 2 Solo Exhibition of intern Artist Fees Artist Fees Other Fees Artist Overheads Artist Overheads Artist Overheads Venue Overheads Venue Overheads Venue Overheads Venue Overheads Venue Overheads Venue Overheads	Large print exhibition guides - printing costs only Tour for visually impaired people - fee for guide including preparation time ***ational performance/visual artist - ARTIST4** ARTIST4 artist fee - exhibition ARTIST4 artist fee - performances - 2 in first week and 2 in final week at £300 per performance Chair fee for artist talk at private view ARTIST4 travel - return flight from Los Angeles to Glasgow ARTIST4 travel - 2 return trains from London (base during exhibition period) to ANYTOWN in first and final weeks of exhibition at £154 each ARTIST4 accommodation - 4 nights at ANYHOTEL in first week and 4 nights in final week (8 nights total) at £80 per night ARTIST4 per diems - 10 days (including travel days) total at £35 per day Venue costs and associated administration - in-kind Technicians from my organisation - install of exhibition etc Salaries from my organisation (including curatorial staff, admin staff and information assistants) - for period of exhibition Additional staffing for performances - 2 staff at £10.90 per hour for 4 minimum call per performance (4 performances) Exhibitions Curator cost - fixed-term, full-time contracted post - percentage of post and on-costs spread across all three exhibition curator of works by ANYARTHANDLER - Los Angeles to ANYTOWN	Quotes from suppliers No relevant rate - based on two days at SAU >3 years day rate Negotiated fee based on a-n/AIR Paying Artists Guide No relevant rate - fixed fee per performance at well above ITC/Equity minimums No relevant rate - above Scottish Artist's Union sessional rates Quote - British Airways Quote - National Rail Quote - ANYHOTEL No relevant rate - above most recommended subsistence rates In-kind from my organisation In-kind from my organisation In-kind from my organisation Real Living Wage No relevant rate - salary based on benchmarking exercise with peer galleries Quote from supplier Quote from ANYARTHANDLER	£100.00 £62,739.33 £3,000.00 £1,200.00 £474.00 £308.00 £474.00 £350.00 £17,000.00 £4,500.00 £15,423.00 £11,474.33 £750.00 £9,500.00	£62,739.3:
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