

# Creative Grants – application & budget tips



*Dedicated to a better Brisbane*

Grants are becoming more and more competitive. Here are some tips and points to ensure your grant application has the best chance to succeed.

## How to Apply

1. Read the guidelines thoroughly and preview the application form. Applicants are limited to one application per round of either Creative Sparks OR Lord Mayor's Creative Fellowships.
2. Check your eligibility and identify potential funding sources. Make sure your application shows if other grants funding (outside of Council) is confirmed or the date when you expect to hear about your application.
3. Allow ample time to plan, research, gather support material and to draft your application
4. Be aware of the notification date of the grant when you find out if you are successful or not. Make sure your project starts after this date.
5. Be clear and concise. Use plain English to ensure the idea is easily understood and ensure you respond to the fund objectives and assessment criteria.
6. Be a great communicator, tell your story and let your passion shine through.
7. Prepare a detailed and accurate budget. Ensure your budget is clear, realistic and achievable. Include a quote for every item you are requesting be funded by the grant.
8. Get a friend to proofread your application. If they can't understand it, it is likely the assessment panel won't either.
9. Submit early. Complete and submit only one online application by 3pm on the closing date. Late applications will not be accepted and no changes to your application can be made once the round is closed.

Arts Queensland's Art Acumen resources also provides [tips for applying for funding](#).

## Budget

You must complete a budget table to support your application. All budget figures provided must be GST exclusive i.e. deduct GST from quotes and invoice. If your organisation is GST registered 10% GST will be added to your grant as an itemised GST gross-up.

## Budget Tips

- Ensure you are familiar with the program guidelines, in particular, what is eligible for funding. Remember you cannot apply for 100% of the project costs.
- List all sources of income including ticket sales sponsorships and your own contribution.
- Ensure you are paying award industry rates.
- Make sure the total project income equals the total expenditure. That means you are not making a profit or a loss for this project.
- Be realistic with the budget and include a quote for every item you are requesting be funded by the grant.

- Clearly show how you will use the grant funds by itemising each expense and the portion of grant funds that will be used. Indicate how much of the grant is funding each item within the 'funded by this grant' column.
- Volunteer staff can be costed from \$46 per hour for non-skilled labour and at relevant rates for professionals.
- If you include 'in-kind' contributions in the budget, provide a breakdown of the calculations and all relevant details for each item.

### Income

Expected income may include:

- Brisbane City Council - your grant funding
- other grants - Queensland or Australian Government, foundations and/or Australia Council for the Arts
- earned income - product sales, ticket sales, workshop fees and/or partner contribution
- your own contribution - cash, equipment, materials and/or in-kind support (e.g. historian fees, staff and volunteers time)
- sponsorships, fundraising and donations - crowd funding, organisational support, other cash and in-kind support.

### Expenses

Expected expenses may include:

- artist fees (at industry rates)
- administration costs (e.g., auspice fee, non-artist salaries)
- production costs (e.g., venue hire, materials, technical, equipment hire, disability access costs, permit fees, installation, freight, project management)
- marketing and promotion costs (e.g., design, printing, publicity, advertising, documentation)
- superannuation.

### In-kind contribution or in-kind support

This is the dollar value of non-cash contributions to a project e.g. ' volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget.

To ensure your budget table balances the in-kind income line item must match the in-kind expense line item.

## Budget table

An example budget table for the Creative Sparks Grant Program is below:

### Income budget table

Expected income (source of funding)	Amount (ex GST)	Confirmed
Brisbane City Council	\$10,000	No
Queensland Government	\$4000	No
Australian Government	\$16,025	Yes
Crowd funding	\$2025	Yes
Sponsorship/donation	\$1000	Yes
Own contribution	\$1665	Yes
In kind venue hire	\$2400	Yes
Ticket sales	\$4500	No

Total income amount = \$41,615

### Expenses budget table

Expected expenses (description of work)	Amount (ex GST)	Funded by this grant	Attach one quote minimum for each expenditure item or advise award rate
Artist fees	\$10,000	\$5000	Attach a file: * Required
Visual design	\$10,000	\$3000	Attach a file: * Required
Design, tech and front of house	\$2000	\$2000	Attach a file: * Required
Production costs	\$6875	N/A	
Administration costs	\$550	N/A	
Promotion fees/marketing	\$5500	N/A	
In-kind venue hire	\$2400	N/A	
Permits and insurance	\$1665	N/A	
Travel/accommodation	\$2625	N/A	

Total expenses = \$41,615 (must equal your total income)

Total grant amount sought = \$10,000

## Award Industry Rates

Council is committed to fair wages and conditions for arts practitioners. When preparing your budget please ensure the artist receive a fair return in line with industry standards. For further information please refer the [Media, Entertainment and Arts Alliance](#), [Arts Law](#), [Australian Production Design Guild](#), [Musician's Australia](#), [National Association for the Visual Arts](#), [Theatre Network Australia](#), [Ausdance Queensland](#), [Australian Writers' Guild](#), [Australian Society of Authors](#), [Access Arts](#), [BlakDance](#), [Museums and Galleries Queensland](#), [Musicians Union of Australia](#).

## Resources

Visit the [Arts Queensland](#), [Arts Acumen website](#) or [Flying Arts](#) for more information on grant writing, budget preparation and grant examples.