

Creative Sparks Grants Program

Budget example 2026–27



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Important This guide supports the Creative Sparks Program Guidelines. If information differs, the Program Guidelines apply.

Before you start

Use this guide when entering your Creative Sparks project costs, income and contributions in SmartyGrants.

- Enter all amounts without GST and in Australian dollars.
- Include the full project budget and a cash or in-kind co-contribution. Council cannot fund 100% of the total project cost.
- Make sure total income equals total expenses.
- No more than 50% of the Council grant request can be allocated to publishing and printing costs.
- Provide supporting evidence for every grant-funded cost and a current quote for each single grant-funded item over \$500.

What Council may pay for

Creative Sparks may pay for eligible costs needed to create and present a new accessible public creative outcome in Brisbane. Examples include:

- Artist and creative worker fees paid at industry rates
- Production and project delivery costs
- Project management
- Marketing and promotion including publishing and printing costs.
- Superannuation where required.

What Creative Sparks cannot fund

- Ongoing core business operating costs, salaries or ongoing programs
- Equipment or capital purchases
- Contingency amounts or general consumables
- Insurance, research, study or childcare
- Debts, loans or business start-up costs
- Individual professional development, courses, training or degree activities
- Travel and accommodation
- Food or alcohol.

Step 1: Enter income

Enter the Council grant request and every other cash or in-kind contribution. Choose the status that best fits each income source.

Income status

Status	What it means
Confirmed	You have secured the money or support.
Applied	You have asked for it but do not have a decision yet.
Projected	It is a reasonable estimate.

Example only The figures below show one way to present a balanced budget. Replace them with accurate amounts and descriptions for your project.



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INCOME — EXCLUDING GST				
Income source	Cash (\$)	In-kind (\$)	Status	Description or calculation
Creative Sparks grant request	15,000	0	Applied	Amount requested from Council
Applicant cash contribution	1,000	0	Confirmed	Applicant contribution to project costs
Other grant	4,000	0	Applied	Funding requested from another source
Projected ticket sales	1,500	0	Projected	150 tickets at \$10 each
Donated venue hire	0	2,000	Confirmed	Venue fee waiver confirmed in writing
Total income	21,500	2,000		Total \$23,500

Step 2: Enter expenses

Enter every activity expense. In the Funded by this grant column, enter the amount you want Council to pay. For any cost paid from another cash or in-kind contribution, enter 0.

EXPENSES — EXCLUDING GST					
Expense item	Cash (\$)	In-kind (\$)	Funded by this grant (\$)	Description or calculation	Upload supporting evidence for all grant funded costs
Artist and creative worker fees	15,000	0	14,500	Professional fees at industry rates; \$500 from applicant contribution.	Current quotes or written fee confirmations
Marketing and promotion	2,000	0	500	Digital advertising and printed promotion.	Itemised cost evidence
Public liability insurance	200	0	0	Included in the full budget but not requested from Council.	<i>Not grant funded</i>
Venue hire	3,300	2,000	0	Cash hire costs plus donated venue use.	Written venue confirmation
Project materials	1,000	0	0	Specific materials paid from other income.	<i>Not grant funded</i>
Total expenses	21,500	2,000	15,000	Total \$23,500	

Check: publishing and printing limit If the \$500 marketing cost is entirely for publishing or printing, it is 3.3% of the \$15,000 Council grant request. This is within the 50% limit.

Action: upload supporting documents Provide evidence for every grant-funded cost. For each single grant-funded item over \$500, upload a current quote dated within the last six months showing the supplier, item, price and date. For items of \$500 or less, provide suitable evidence such as an itemised email, provider information or website screenshot.

Step 3: Check before submitting

Final budget check

- ☐ The Creative Sparks grant request is no more than \$15,000 and equals the total in the **Funded by this grant** column.
- ☐ Total income equals total expenses.
- ☐ The budget includes a realistic cash or in-kind co-contribution.
- ☐ Donated support appears as both income and an expense.
- ☐ No ineligible cost is requested from Council.
- ☐ Grant-funded publishing and printing costs are no more than 50% of the grant request.
- ☐ Each amount has a clear description or calculation and the required evidence is attached.