

Lord Mayor's Creative Fellowships

Budget example 2026–27



Dedicated to a better Brisbane

Important This guide supports the Lord Mayor's Creative Fellowships Program Guidelines. If information differs, the Program Guidelines apply.

Before you start

Use this guide when entering your fellowship activity costs, income and contributions in SmartyGrants.

- Enter all amounts without GST and in Australian dollars
- Include the full activity budget and a cash or in-kind co-contribution. Council cannot fund 100% of the total activity cost
- Make sure total income equals total expenses
- No more than 50% of the Council funding request can be allocated to travel, touring, accommodation or living expenses (per diems)
- 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

The Lord Mayor's Creative Fellowship may pay for eligible costs needed to build the applicant's skills and career. Examples include:

- Course, workshop, masterclass, conference, residency or industry program fees
- Fees paid to a mentor, tutor, facilitator or other professional delivering the activity
- Travel, touring, accommodation and living expenses needed to take part
- Materials directly needed for the learning activity
- Equipment hire directly needed for the activity

What the Fellowship cannot fund

- Payment for the applicant's own time to take part in the activity
- Equipment purchases
- Contingency amounts or general consumables
- Insurance, debts or loans
- Food or alcohol
- Creating or presenting work, such as an exhibition, performance, recording or publication
- Self-directed or informal learning
- Formal study leading to a qualification

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 activity.



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INCOME — EXCLUDING GST				
Income source	Cash (\$)	In-kind (\$)	Status	Description or calculation
Lord Mayor's Creative Fellowship request	9,000	0	Applied	Amount requested from Council
Applicant cash contribution	1,500	0	Confirmed	Applicant contribution
Donated accommodation	0	500	Confirmed	Accommodation provided by the host organisation
Total income	10,500	500		Total \$11,000

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
Mentor fees	1,500	0	1,500	10 hours at \$150 per hour	Current quote
Travel	2,000	0	2,000	Return transport for the professional development activity	Current quote
Accommodation	0	500	0	Donated by the host organisation	<i>Written confirmation not required as not grant funded</i>
Learning materials	300	0	300	Course workbook and specialist materials	Itemised provider email
Program fees	6,700	0	5,200	\$5,200 funded by Council and \$1,500 paid by the applicant	Current quote
Total expenses	10,500	500	9,000	Total \$11,000	

Check: travel limit Of the \$9,000 Council funding request, \$2,000 is for travel. $\$2,000 \div \$9,000 \times 100 = 22.2\%$, which 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.

Action: show overseas expenses Show the original currency, exchange rate, conversion date and amount in Australian dollars. Attach proof of the exchange rate.

Step 3: Check before submitting

Final budget check

- ☐ The Council grant request is no more than \$10,000 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 travel, touring, accommodation and living expenses are no more than 50% of the grant request.
- ☐ Each amount has a clear description or calculation and the required evidence is attached.