

# Arts Grants Budget - Step by Step Guide

The following document has been designed to assist applicants in submitting their arts activity budget into Grants-Tracker when preparing their arts funding application. This includes applications to the NT Quick Response Scheme, Community Festivals and the NT Project Rounds. The submission of budget templates is no longer required as part of the application, but all budget items including quotes and additional information must now be entered directly into Grants-Tracker.

If you are unable to use the application system, due to access or technology issues, please contact a Grant Systems Officer on 1800 678 237 or email [SystemsArtsNT.DoAM@nt.gov.au](mailto:SystemsArtsNT.DoAM@nt.gov.au)

## 1. Access the budget by clicking on the 'BUDGET' tab.

- If the amount you request from Arts NT does not appear at the top of the page, then you need to fill out the 'AMOUNT REQUESTED' field under the 'DETAILS' tab.

## 2. Enter your Expected Income.

- Enter your Expected Income in the table provided by clicking 'EDIT' on top right corner.
- You need to list all income that you expect to receive for the project. This may include:
  - **Applicant Contribution** - this is any income provided to the project by the applicant. This can include the monetary value of in-kind support such as volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. **Note that 'Applicant Contribution' is a mandatory requirement and the field cannot be deleted.**
  - **Earned Income** – this is any income derived from participation in your project or activity, which doesn't include grant incomes. This can be income from box offices sales, merchandising and retail.

- **Community/Business Income** – this can include monetary or cash contributions or in-kind support provided by not for profit organisations, businesses or monetary support offered by philanthropists.
- **Other Government Grants** – this can include monetary or cash contributions provided by the Australian Government, the Australia Council for the Arts, the Northern Territory Government or Local Government.
- Indicating which income has already been confirmed towards the project in the 'CONFIRMED' column can assist the Assessment Panel in assessing your application.
- You can add as many columns as you require by clicking the '+ADD ROW' button at the right bottom corner of the table.
- Click 'SAVE' once you've completed your Expected Income on the right top corner. **It is recommended to save your application within every 30 minutes.**
- Your total Expected Income for the project including the requested grant from Arts NT is shown at the bottom of the table and needs to match the Expected Expenditure. An example of a Project Round budget, applying for \$15 000 in grants funding, is shown below:

GMS
Page Safety Tools

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### Application

General | Details | Partners | Administering Body | Locations | Budget | Checklist | Submission

#### Expected Income

Assigned to: Basil Leaf (Applicant) Last Updated By: System Administrator This step is Open

**Grant funding requested** \$15,000.00

Please enter details of all other sources of funding for this project, including but not limited to your contribution (Applicant Contribution), donations, sponsorships, in-kind and other government funding.

**Confirmed Income**  
If you are 100% assured of receiving funding from another organisation/person as a contribution to the project, please tick the "confirmed" box.

**In kind contribution**  
Please include an approximate value of the inkind contribution, whether it be labour, services or materials.

**Applicant Contribution**  
Please check the guidelines for the grant you are applying for as for some Grant Types there is a mandatory requirement for the Applicant to contribute to the project. In all cases grants are considered more favourably when the applicant is providing their own funds to the projects. If you are not contributing funds to this project please enter \$0 in the Applicant Contribution column.

Name	Confirmed	Cash	In Kind	Total	Total Confirmed	
Applicant Contribution	<input checked="" type="checkbox"/>	\$1500.00	\$1500.00	\$3,000.00	\$3,000.00	✘
Australia Council Grant	<input type="checkbox"/>	\$10000.00	\$	\$10,000.00	\$0.00	✘
Paint Supply Ltd	<input checked="" type="checkbox"/>	\$	\$2000.00	\$2,000.00	\$2,000.00	✘
	<input type="checkbox"/>	\$	\$	\$0.00	\$0.00	✘
	<input type="checkbox"/>	\$	\$	\$0.00	\$0.00	✘
	<input type="checkbox"/>	\$	\$	\$0.00	\$0.00	✘
	<input type="checkbox"/>	\$	\$	\$0.00	\$0.00	✘
	<input type="checkbox"/>	\$	\$	\$0.00	\$0.00	✘
		<b>\$11,500.00</b>	<b>\$3,500.00</b>	<b>\$15,000.00</b>	<b>\$5,000.00</b>	

**Total Project Income** \$30,000.00

Local intranet 100%

### 3. Enter your Expected Expenditure

- Enter your Expected Expenditure in the table provided by clicking 'EDIT' on top right corner.
- You need to list all expenses you expect for the project. Items may include:
  - **Wages & On-Costs** – this can include artist fees, salaries and other fees or on-costs for key artists and key organisers involved in the project. You are required to list all key artists and key organisers who are significantly involved in the production of your project or activity in the 'DETAILS' tab. You also need to outline their responsibility in the project, list their most prominent skills and list the fee or salary you intend to pay them. Arts NT recommends that you research the appropriate pay scales and conditions as prescribed under relevant industrial awards and agreements or recommended by a peak organisation. For more information on artists fees refer to the NT Arts Grants Guidelines on page 13.
  - An example of a listing is shown below (please note that the fees included are only an example, not a guide)

The screenshot shows a web application window with the following sections:

**Expected Expenditure**  
Assigned to: Basil Leaf (Applicant) This step is Open  
Please list all expenditure items relating to the project. [Save] [Cancel]

**Key Organisers** [Edit]  
Assigned to: (Applicant) Last Updated By: This step is Open  
**Who are the key organisers involved?**  
*Include brief half page CVs in support material if available*

Name	Responsibility	Skills/Expertise	Rate of pay per hour/other	Total fee or salary
Bob Collins	Manager	management, publicity	\$30/hr	1500
Amanda Raw	Technician	lighting and sound design	\$30/hr	1200

**Key Artists** [Edit]  
Assigned to: (Applicant) Last Updated By: This step is Open  
**Who are the key artists involved?**

Name	Responsibility	Skills/Expertise	Rate of pay per hour/other	Total fee or salary
Karl Turn	Choreographer	Choreography	\$30/hr	\$1000
Rosie Cheek	Performer	Experimental Dance	\$30/hr	\$500
Grace Holden	Performer	Experimental Dance	\$30/hr	\$500
Manual Dorion	Trainee	Experimental Dance	\$30/hr	\$200

- The fees you list under the 'DETAILS' tab do not come across automatically into the Expected Expenditure table, so you need to include the total fees again.
  - **Travel / Touring Costs** – this can include fares (e.g. airfares), petrol/mileage allowance, travel allowance or costs for accommodation. Travel Allowance or Per Diems are an estimated amount that would cover lodging and meal expenses for artists carrying out the project/activity outside the usual place of residence. The Australian Taxation Office lists reasonable travel allowance amounts for 2016/17 on the ATO website <https://atotaxrates.info/allowances/ato-reasonable-travel-allowances> (See Table 1)
  - **Production Costs** – can include costs for materials, hire fees, royalties and licence fees, freight, equipment or documentation. Please note that you capital equipment or real estate purchases are not eligible expenses.
  - **Advertising & Promotion** – this can include costs for advertising, distribution as well as the design and production of promotional material.
  - **Administration Expenses** – can include accounting / audit fees, administering body fees, insurance, phone/fax/postage or costs for stationary/photocopying. For more information on administering body fees refer to the NT Arts Grants Guidelines on page 6.
  - **Contingency** – a financial reserve set aside for uncertain costs.
- You can add as many columns as you require by clicking the '+ADD ROW' button at the right bottom corner of the table.
  - In the 'grant contribution' column you are required to list all expenses that you want would the Arts NT grant to pay for. The 'OTHER FUNDING' column needs to list all other expenses not covered by the Arts NT grant.
  - **Any budget item over \$1 000 must have a supporting quote, which can be uploaded next to your listed expenditure item.**
  - Click 'SAVE' once you've completed your Expected Expenditure on the right top corner. **It is recommended to save your application within every 30 minutes.**
  - Your total Expected Expenditure for the project needs to match the Expected Income.
  - An example of expenses for a Project Round budget, applying for \$15 000 in grants funding, is shown on the next page:

### Expected Expenditure

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Save | Cancel

Please list all expenditure items relating to the project.

Not all expenditure items are eligible. Review the grant guidelines for the types of expenditure that can be claimed. See the expenditure worksheet for examples of standard project costs.

Please enter the items relating to your project (e.g. equipment, furniture, etc.) and expected expenditure in the table below. Please ensure the total expenditure does not exceed the total grant available.

Item	Grant Contribution	Other Funding	Total Quote/Estimate		
Salaries and Wages	\$1000	\$1000	\$4,000.00	Browse	○
Affairs	\$1000	\$	\$3,000.00	Browse...	○
Accommodation	\$1100	\$	\$1,800.00	Browse...	○
Travel Allowance		\$1500	\$1,500.00	Browse...	○
Hire Car	\$100	\$	\$600.00	Browse...	○
Materials	\$4000	\$	\$4,000.00	Browse...	○
Equipment Hire		\$3500	\$3,500.00	Browse...	○
Equipment		\$7600	\$7,600.00	Browse...	○
Documentation	\$1100	\$900	\$2,000.00	Browse...	○
Admin Body Fee	\$1500		\$1,500.00	Browse...	○
Administration		\$800	\$500.00	Browse...	○
			\$0.00	Browse	○
	<b>513000.00</b>	<b>515,000.00</b>	<b>530,000.00</b>		

Save | Add Row | Cancel