## SAMPLE BUDGET

The below example can be used as a basis for your budget. Your budget must balance.

| Income | Amount | Cash/In-kind | Source/Pending/Secured |
| :--- | :--- | :--- | :--- |
| Langley Award for Jazz | $\$ 7,500$ | Cash | Helpmann Academy (pending) |
| Grant/scholarship | $\$ 1,000$ | Cash | Organisation grant (pending)* |
| Own contribution | $\$ 850$ | Cash | Secured |
| Fundraising | 1 | $\$ 400$ | Cash | Pending

Total proposed income \$10,750

| Expenditure |  | Amount | Cash/In-kind |
| :--- | :--- | :--- | :--- |
| Airfares | 3 | $\$ 2,000$ | Cash |
| Accommodation | 4 | $\$ 2,300$ | Cash |
| Living expenses | 5 | $\$ 2,250$ | Cash |
| Tuition fees |  | $\$ 3,800$ | Cash |
| Other | 6 | $\$ 400$ | Cash |

Total project expenditure $\$ 10,750$

## NOTES TO BUDGET

It's important to provide short notes to your budget to expand on what's provided and how you came to the noted amount.
(1) Note what fundraising you might be undertaking (crowd funding, quiz night etc)
(2) If you are receiving any support in-kind (e.g. accommodation) you need to indicate this as in-kind income.
(3) Show airfare quotes from on-line sources.
(4) Show accommodation quotes and calculations from on-line sources or advised costs with your institution.
(5) Show a breakdown of how you came to this amount (expenses should include food, local travel, personal items etc).
(6) Other expenses might be the purchase of show tickets, other workshop fees etc.

* Other pending funding applications (i.e. Carclew) must be included in your budget.

