

# Arts and cultural organisations budget planner



Arts Award centres fund their Arts Award projects in a number of ways including:

- applying for strategic or project funding
- partnering with schools, other arts organisations or youth clubs to share the delivery and cost of Arts Award
- charging small fees to parents/carers to enable young people to participate

Applications for funding for projects with children and young people can be strengthened if the young people you're working with are gaining a qualification, such as Arts Award and you can look to build the associated costs into your bid.

Arts Award provides a framework for projects and a qualification that can attract young people to your centre and raise your potential for additional funding. Including Arts Award in a project should not incur many additional costs apart from training and entering young people for Arts Award but it's good to plan for them at the outset.

When planning a budget for an Arts Award project, the Arts Award team at Trinity College London can offer advice, however each case is specific to the setting, existing resources, time and needs of the young people and nature of the activities.

The following pages outline costs that centres should consider when planning an approach to Arts Award. Full cost information and further guidance on funding opportunities and applying for grants is available at

[www.artsaward.org.uk/costs](http://www.artsaward.org.uk/costs)

The Arts Award Access Fund provides small grants to disadvantaged individuals or groups who need financial help to achieve an Arts Award. Centres can apply for grants of between £100 - £1,500 and further information is available at [www.artsaward.org.uk/accessfundinfo](http://www.artsaward.org.uk/accessfundinfo).

Area of cost	Cost if set	Additional information	Calculate your costs
Training	See the <a href="#">Training costs for adults running Arts Award</a> . Training six or more advisers in-house is the most cost effective option.	training advisers enables your organisation to register as a centre and run Arts Award once trained as an adviser, the status remains with the individual and not with the organisation (if the adviser leaves the centre, another member of staff will need to be trained)	
Arts Award logs (Discover, Explore and Bronze levels)	Costs are on the <a href="#">Arts Award Shop</a> (Logs are cheaper if bought in packs of 5, 25, 50 or 100).	Arts Award logs are an optional way young people to record their work	
Additional resources (eg arts resources such as paint or fabric, venues and transport costs)		do you need additional resources or staff for arts activities? Will there be any transport, venue hire costs or fees for visiting practitioners? are there additional materials that you need to complete any of the parts of Arts Award?	

**Purple** = Essential costs payable to Trinity College London.  
Please note: some core costs can also be included in Access Fund applications.

**Blue** = Arts Award Supporter opportunities or the Access Fund may be able to support these areas

Area of cost	Cost if set	Additional information	Calculate your costs
Documentation		<p>consider what format young people's arts logs or portfolio evidence will be in – will you upload audio/video recording?</p> <p>check what evidence is required for each section of the award and think about how it will be recorded</p> <p>what are the costs associated with using any special equipment or resources?</p>	
Arts activities		<p>what arts activities will be available for your young people to participate in? Has this been budgeted for? eg if bringing in a theatre practitioner to work with young people over a six week period, consider how much this will cost</p>	
Arts events		<p>make use of local Arts Award Supporter offers where you might find discounted tickets or opportunities: <a href="http://www.artsaward.org.uk/supporter">www.artsaward.org.uk/supporter</a></p> <p>remember that many galleries and exhibitions are free</p> <p>you may want to explore local opportunities – eg community theatre productions</p> <p>always contact organisations before booking to see what group or young people's discounts they offer</p>	
Arts leadership		<p>will your young people need resources, equipment or props? Do you need to pay for additional staff support during leadership projects</p> <p>will you give them a budget to manage for their project?</p> <p>can the young people make a contribution towards any additional costs?</p>	
Additional adviser time		<p>as an adviser, you will need time with young people to offer guidance and check that portfolios are on track. You also need to assess portfolios.</p> <p>you might also need to build in time to collate and share evidence, especially if using images/video and/or audio</p>	
Entering young people for Arts Award	<p>You can see the latest fees for entering young people for Arts Award <a href="#">here</a></p> <p>Discounts for groups over 25, 50 or 100</p>	<p>budget for all young people who start your programme, but remember you only pay for the number you enter</p> <p>consider additional costs for venue hire and transport for moderation</p>	
Celebration		<p>consider how you might celebrate your young people's achievements and consider any associated costs involved (eg a photographer, refreshments, venue hire, invites or promotion)</p>	