



Creative City Campus – Expansion and Renovation
George Reid House – Call for Artists – Integration of Indigenous art

PART 6: BUDGET

Provide a budget summary as outlined below. Expenses must be directly related to the project. Expenses shall include HST. Only complete the line items that are relevant to your proposal

Budget Summary

Category	Item	
1	Artist Fees and Salaries <ul style="list-style-type: none">- Main artist fee (including rates: \$ / day or \$ / hour)- Assistant staff fee (including rates: \$ / day or \$ / hour)- Project coordination- Copyright and licensing- Other (specify)	Sub-total
2	Production Costs <ul style="list-style-type: none">- Material costs- Programming and production costs- Equipment purchase or rental- Cost of studio / space rental in order to store or produce the project- Post production costs	Sub-total
3	Travel Costs <ul style="list-style-type: none">- As required	Sub-total
4	Delivery Costs <ul style="list-style-type: none">- Packaging, shipping and handling	Sub-total
5	Miscellaneous Expenses <ul style="list-style-type: none">- Insurance- Administration (maximum \$3,000)- Other	Sub-total
6	Contingency (mandatory)	5,000
	Total	75,000

Note:

1. The contingency is set aside for items beyond what can be anticipated by the artist. If it is not used by the artist for the project, the funds associated will not be distributed to the artist.
2. Using the charts on the following pages file, provide detailed information in the budget breakdowns for each of the five categories listed above. Add rows, notes and further breakdowns as required and relevant to your proposal. Submit one PDF file combining the various budget breakdowns.

Note:

1. The amounts listed on the budget breakdowns shall equal the sub-totals listed on the
2. Artists have the option to submit their budget breakdowns in an excel file. If so doing, please submit one file with five tabs for the five categories listed above that are formatted to print on 8.5 x 11, 8.5 x 14 or 11 x 17.



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Budget Breakdown 1: Artist Fees and Salaries (Category 1)

Item No.	Item Description	Cost
1	Main artist fee (including rates: \$ / day or \$ / hour)	
2	Assistant staff fee (including rates: \$ / day or \$ / hour)	
3	Project coordination	
4	Copyright and licensing	
5	Other – please specify	
	TOTAL	

Budget Breakdown 2: Production Costs (Category 2)

Item No.	Item Description	Cost
1	Material costs – please provide quantities and unit costs	
2	Programming and production costs	
3	Equipment purchase or rental	
4	Studio / space rental in order to store or produce the project	
5	Other – please specify	
	TOTAL	

Budget Breakdown 3: Travel Costs (Category 3)

Item No.	Item Description	Cost
1	Distance	
2	Mode of travel	
3	Unit rate	
4	Quantity of trips	
5	Quantity of travelers	
6	Other – please specify	
	TOTAL	

Budget Breakdown 4: Delivery (Category 4)

Item No.	Item Description	Cost
1	Packaging	
2	Shipping	
3	Handling	
4	Other – please specify	
	TOTAL	

Budget Breakdown 5: Miscellaneous (Category 5)

Item No.	Item Description	Cost
1	Insurance	
2	Administration (maximum \$3,000)	
3	Other – please specify	



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	TOTAL	
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