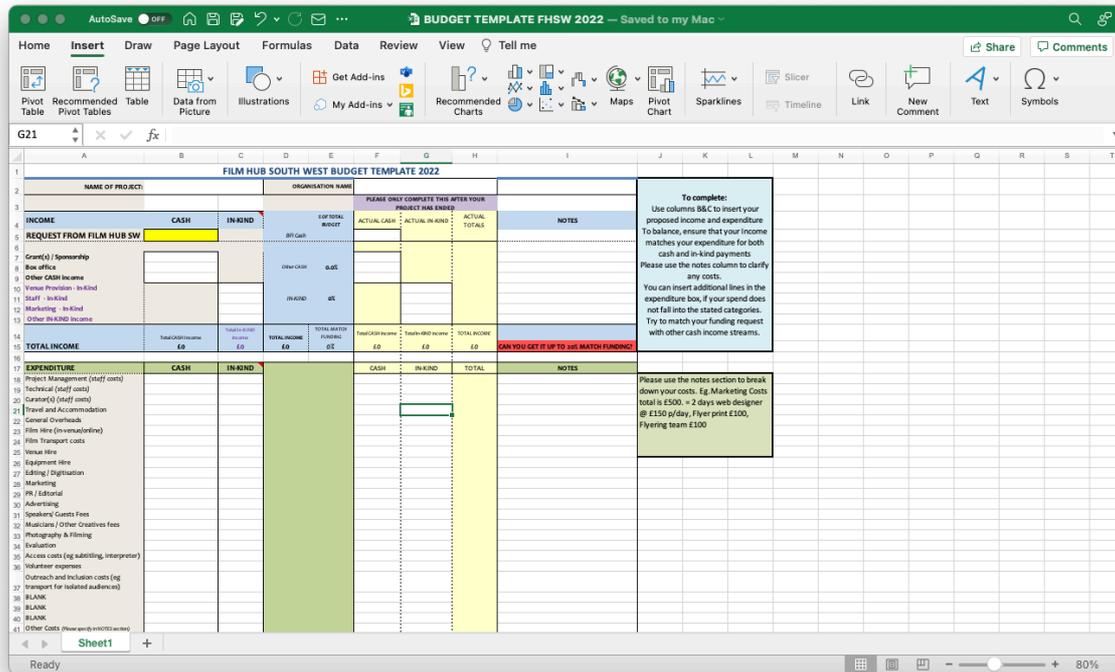


A guide to using the 2022 Film Hub South West Budget Template



The budget is divided into several parts and this document will talk you through an outline of how to complete it for submission.

Start by filling in your Project name and Organisation

SECTION 1 ESTIMATED INCOME

Let's go to the **top left quadrant** (blue section, labelled INCOME)

As you complete the form, please use the far right column 'NOTES' to flesh out your figures with additional information.

In the **yellow box**, input how much money you are applying for from the Hub.
Eg £5000

Below this, input in the cash column any monies that you have also secured or estimate will you will generate.

Eg. Sponsorship from the local council £100, Box Office revenue £3000 (300 tickets @ £10 each), any other CASH could be reserves being spent or donations, (here, £1000).

The following lines are labelled as 'in-KIND'. This means the offer of services, facilities or items which you are not being charged for, but have a cash value if you had to purchase them.

Eg. The venue has allowed you to have their premises for two days in return for their bar income. The venue has estimated that the cost per day is £500. Total in-kind is: 2 days x £500= £1000

Once this is completed – on the right-hand column I, lines 14/15 – this section will either be green or red depending on how much ‘match funding’ you have inputted.

Match-funding are funds from other sources which, when put against the Film Hub’s contribution, should be make up a minimum of 20% of what you are applying for.

SECTION 2 ESTIMATED EXPENDITURE

This left-hand GREEN section is what you will spend. You could view it as a shopping list of all the parts you need to make your event or activity financially viable.

We have put in suggestions for lines in there to help you think about how your project costs break down. There are also blank lines for you to amend to fit your project.

In the right-hand notes section, we expect to see a breakdown of any costs which are not inherently clear to an outsider. For example, B 31 could be multiple speakers you have lined up. In the notes column, please indicate how this breaks down. Eg. 4 x Speakers/hosts @ £160

Continue to fill in your