**Platforming Under-represented Writers Funding Scheme**

Budget Information & Template Pack

As part of your application for the **Platforming Under-represented Writers** funding scheme, you are required to submit a projected itemised budget outline to demonstrate a breakdown of the cost of your proposed activity. Please read the notes below and fill out the Budget Template on page 3 to complete this requirement.

**Guidance Notes and Conditions**

* Keep your budget as simple as possible.
* Factor in **all** costs required for your activity, including: workshop materials (e.g. pens/paper), venue hire, marketing materials, additional support needs, travel and accommodation costs etc.
* You may need to request quotes in advance of submitting your budget (e.g. for venue hire) or include estimated amounts in some cases.
* You will need to factor in costs for writer and artist fees (if applicable), including your own. You should include the total amount of hours in the ‘Description’ box (i.e. half or full day rate).
* If you would like to explain an item in more detail, please also add this to the ‘Notes on the budget’ section.
* If you are applying for over £500, 10% of your budget should be used for contingency. This is money set aside to cover unexpected costs.
* Try to follow the ‘Description’ format in the budget examples provided. (e.g. 1 x return ticket @ £10).
* **Provide an overall total in the box provided. This will be the amount of funding you will apply for. If your application is successful, you will be awarded a fixed sum grant. No additional funding or further expenses claims will be considered.**
* **Please note: Successful applicants may be offered less than the sum applied for.**

**If you have any questions, or would like to discuss
your application before submitting, please contact Literature Wales, on:**

post@literaturewales.org / 029 2047 2266

**Budget Template EXAMPLE #1: Event Travel & Ticket Costs**

This is an example of a budget for an application to travel to London to attend a literary event that costs £10.

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Total** |
| Train ticket to London | 1 x return ticket @ £60 | £60 |
| Event Ticket | 1 x ticket @ £10 | £10 |
| London Tube tickets | 2 x tickets @ 4.80 | £9.60 |

|  |
| --- |
| **Overall Total**  |
| **£79.60** |

**Budget Template EXAMPLE #2: Workshop Delivery**

This is an example of a budget for an application to run a series of two literary workshops.

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Total** |
| Transport from Mold to Wrexham | 1 x return ticket @ £20 | £20 |
| Writer Fee – Workshop Delivery and preparation | 2 x full day rates @ £150 | £300 |
| Workshop materials (pens, pencils, paper etc.) | 1 x stationary shop @ £25 | £25 |
| Venue Hire | 2 x half day hire @ £25 \* based on quote | £50 |
| Marketing materials  | 50 x posters printed @ 40p | £20 |

|  |
| --- |
| **Overall Total**  |
| **£415** |

**Budget Template**

Please add additional rows if required.

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Total** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

|  |
| --- |
| **Overall Total**  |
| **£** |

Notes on the budget: