

Literature Wales' Literature and Well-being Writer Commissions

Budget Information & Template Pack

As part of your application for **Literature Wales' Literature and Well-being Writer Commissions**, 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 2 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), marketing materials, additional support needs, (venue hire, travel or accommodation costs if face to face 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' column (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.
- Try to follow the 'Description' format in the budget examples provided. (e.g. workshop materials stationary shop £35)
- If you are applying in partnership with a charity or organisation you could list their in-kind support, e.g workshop venue, marketing etc within the budget
- 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: post@literaturewales.org

Example of a Budget Template

This is an example of a budget for an application to run a project

Item	Description	Total
Writer Fee – Workshop delivery and preparation	4 x half day rates @ £150	£600
Artist fee – workshop delivery and preparation	4 x half day rates @ £150	£600
Workshop materials (pens, pencils, paper etc.)	1 x stationary shop @ £35	£35
Marketing materials	50 x posters printed @ 40p	£20
Print & design costs	50 x booklet	£350
Travel	4 x £10	£40
M&E feedback/case study/blog	1 x half day @ £150	£150

Overall Total

£1795

Budget Template

Please add additional rows if required.

Item	Description	Total
		£
		£
		£
		£
		£
		£

Overall Total

Notes on the budget: