**Creatives in Schools – project budget template**

**School and kura:** You **must** complete this template in consultation with your creative(s) to forecast your project budget and attach it with the joint proposal.

You can download the example budget template from the link available on the page below:

* [Project budget](https://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-Schools/Project-proposal-checklist)

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| --- | --- |
| **School** |  |
| **Project name** |  |
| **Lead teacher** |  |
| **Creative(s)** |  |

|  |  |  |
| --- | --- | --- |
| **Expense description** | **Quantity** | **Forecasted budget** |
| **Creative(s) fee**  **Add details here:**   * 100 contact hours with students and ākonga * Planning and liaison with the lead teacher   **A: Total forecast of time for budget**  **Note the creative/s fee is fixed at $10,000** | Hours | **$10,000** |
| **Reimbursement of up to $4,000 for school and kura teacher release time**  **Add details here:**  **B: Total budget for teacher release time** | Number of  hours | Hours × hourly rate  $ |
| **Project materials and travel costs up to $3,000**  **Materials: Add details here:**  **C: Project materials and travel costs** | Number | Budget |
| **Total (Add totals A, B, and C together)**  **Check:**  **Total must be $17,000 or less, excluding GST** |  | **$** |

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| --- |
| **☐ I confirm that this budget has been developed in discussion with the creative(s).** |

**Notes for completing the template**

1. Click in the table to add your answers.
2. Add rows to the table if required.
3. You may need a release teacher to cover your lead teacher’s time (who will be engaged in planning and liaison with the creative). Outline the number of hours you’d need the release teacher for and the cost.
4. List all the project material items and/or any services required with the quantity needed and their price.
5. If your project does not require travel and venue hire costs, please do not include.

**General notes**

1. You must confirm that this budget has been discussed with the creative(s). If you don’t, your application will be invalid.
2. The total budget **must not** exceed $17,000. If it does, your application will be invalid.
3. There is a $10,000 fixed fee to cover the work undertaken by the creative practitioner/s. This fee covers 100 hours of contact time with students, plus planning, travel, and other time spent on the delivery and wrap-up of the project. Where more than one creative practitioner is involved in the project this fee can be split between the creatives. However the number of creative/student contact hours should still total 100. For example, two creatives delivering 50 contact hours each will total 100 creative/student hours with each creative receiving $5,000.
4. Teacher release time must not be used to cover the costs of existing salaries or teacher hours.
5. There is a budget of up to $3,000 for project materials. We understand that projects may require capital items to support their creative such as camera, phone, etc. We strongly recommend that you don’t use all of this funding for capital expenditures.
6. For Nga Toi Māori projects, offering koha for some aspects of the project engagement may be appropriate and necessary to be respectful and build good relationships. If this is the case, please mention it in the project budget template above.