

Visual Arts

Biennials Connect Grants

Budget Guidance

Updated 20 June 2025

Before preparing your budget documents for your Biennials Connect Grant application, we recommend you review this guidance. You can use your own budget documents or the templates below. However, if you use your own budget document, please refer to these templates to ensure you have shared all the necessary information.

Please review the application toolkit to confirm what costs the Biennials Connect Grant can cover.

Note: all costs should be in British Pounds.

Remember, your budget can be used to communicate the story of your project to the person reading your application in the same way as your answers to text based questions. It can also communicate that your project is well resourced and well planned. This contributes to the feasibility of your project.

1. Project Budget

A project budget is the total anticipated costs needed to complete a project. It is not a static document and might change as your project progresses. That said, a project budget helps you keep on track and be realistic with your project scale and spending.

The first step is mapping out the headings shown in the table below. You may want to use Excel for your budget as its formulas and other features which can be helpful. Here are some examples of heading types you might consider when creating your project budget:

Heading types	Description
SN	Serial Number, helps provide numerical reference to each cost heading
Particulars	Describes the cost in a few words, often we group costs that are related, for example: Venue for workshop can cover all costs associated with using the space
Units	How many units are required? This is paired with Unit Type and Unit Cost

Unit Type	Here we categorise the units by definition (e.g. person, day, hours, pieces, grams) anything to specify the unit of measurement being used. At times, some costs are difficult to detail in units in such cases we use “lump-sum” as a unit type and use 1 unit lump-sum, which communicates a pre-determined amount that is not dependent on the unit
Unit Cost	The cost of individual units, which can then be multiplied by the number of units required to create a total cost for this budget line
Total Cost	This is the final column where we multiply the number in the Units column with the Unit Cost column to generate a total cost
Notes	You can always add a notes column to further describe the cost if necessary

Some common headings in an arts project budget include:

Venue	Materials	Artist Fees
Marketing	Per diems	Documentation
Accommodation	Transportation	Visa Fees
Bank charges	Evaluation	Contingency
Curator Fees	Translation	

You may find this template useful for creating your project budget:

SN	Partner Responsible (if applicable)	Location	Particulars	Units	Unit Type	Unit Cost	Total	Notes on why this cost is necessary for your project

2. Income

Your project may also benefit from additional income such as funding from other sources, ticket sales or in-kind support. This should also be reflected in your budget. Please share details of this support and whether this is confirmed or pending. If pending, please included the expected confirmation date.

Row	Details	Amount in cash	Amount in Kind	If pending: expected confirmation date	Source of funding

3. Project Access Costs

You can apply for up to an additional £2,500 for project access costs. Project access costs are about removing cost barriers so that d/Deaf, disabled and neurodivergent people can create the project. These might include, but are not limited to sign language interpreters, captioners, or personal assistants for disabled artists or producers.

Please provide a separate project access budget in your application.