

Budget Tips – Artist-Initiated Projects

The following is meant to be used as a guide when developing your budget. Based on your project idea not all items listed will need to be included in your budget. This is not intended to be a complete list of all possible expenses, but rather a list to help you think about and plan project costs.

Professional Fees

- Artist presentation fees (will be paid according to **CARFAC**)
- Professional or technical fees (e.g. engineering, design, etc.)
- Honorariums

Administrative Costs

- Rental of meeting room or studio space
- Accessibility costs
- Required certifications, licenses, etc. (e.g. insurance, permit fees, WSIB)

Materials and Supplies

- Itemize all materials and supplies required
- Equipment rentals

Fabrication Costs

- Include all portions of subcontracted work
- Labour (employees other than the artist)
- Storage/workspace
- Delivery

Installation Costs

- Site management (e.g. security, barriers, caution tape, if applicable)
- Lift equipment (e.g. sky jack, ladders, scaffolding, crane)
- Personal protective equipment
- Labour
- Inspection
- Clean-up
- Anti-graffiti coating
- Maintenance plan

Contingency Allowance

- For more complex projects it may be recommended to estimate 5-10% of the budget as contingency. This is meant to cover unexpected costs for example, extra time required to fabricate or additional materials that were not anticipated.