**Weston Loan Programme with Art Fund budget breakdown and funding package template**

Please complete this template as fully as you can. There is an example budget breakdown and funding package available in the Guidance for applicants for you to refer to.

*Project title:*

*Applicant:*

Budget breakdown

Please provide details of all the elements that make up the activity described in your application and insert new lines for each new item.

In the fourth column please provide any additional information that has helped you to identify the estimated cost.

You can apply to the Weston Loan Programme for a contribution towards all costs, or towards specific elements. If the latter, please indicate in the final column which costs you would like the Weston Loan Programme funding to support.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading** | **Item** | **Anticipated cost (excl. VAT if this can be reclaimed)** | **How have you arrived at this figure?** E.g. quote received, discussion with lender, etc | **Is this a cost that you would like Weston Loan Programme funding to cover?** Yes/No |
| **Research and development** e.g. meetings, consultation, visits, books, subscriptions, events, training activities |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Relationship development**e.g. travel, project meetings, Art Fund collaboration day |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Loans and exhibition**e.g. security review, insurance, conservation, transportation, installation, additional invigilation, small-scale improvements to fabric and security of the gallery, new/improved display cases, mounts |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Additional activity**e.g. marketing materials, image licensing fees, promotional costs, refreshed galleries/displays, new labels, information panels, interpretation materials, digital activity, audience engagement activity, staff training |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total expected project cost** | **£** |  |  |

*The Museum can / cannot reclaim VAT (please delete as appropriate)*

Funding package

Please include details of all sources of funding that you intend to apply for, have submitted an application for, or been awarded, though you can apply for 100% funding from the Weston Loan Programme. In the final row, please also provide details of any in-kind support that you’ll be contributing to the project, and what the equivalent cash value would be.

|  |  |  |
| --- | --- | --- |
| **Sources of funding** | **Amount**  | **Status (e.g. to apply for, applied for, awarded)** |
| Weston Loan Programme with Art Fund request |  |  |
| Internal funding |  |  |
| External sources (e.g. HLF) |  |  |
|  |  |  |
| **Total funding package\*** | **£** |
|  |
| **In kind support**e.g. staff time that will be allocated to the project etc. |  |

\* Please note – this figure needs to match the total expected project cost