

Explore and Create: Budget tips

This document shares tips to help you prepare a budget for a [Research and Creation](#) or [Concept to Realization](#) application and explains some key terms.

Budget tips

- Use the Canada Council budget template for the component you are requesting: Research and Creation or Concept to Realization.
- Fill out the budget using the Microsoft Excel app on your desktop, or [Microsoft 365 Online](#) (you can create a free account). Upload it as an Excel document (.xls, .xlsx, or .xlsm format).
- The budget automatically calculates subtotals and totals for each section. You cannot edit these amounts directly. If you need to change a total, you must edit the individual lines in that section.
- Your budget must balance. Your **Total Project Costs** must be equal to your **Total Project Revenues**.
- Use the **Budget Notes** column to break down expenses and give details about line items. Your notes help the assessment committee understand what you will spend.
- Your project description, timeline and budget should be consistent. The budget should reflect the activities described in your application. For example, if your project covers 6 months of activities, your budget should include expenses for 6 months.
- These budgets are used by artists working in all disciplines. Some budget lines may not apply to you – only fill out those that are relevant to your project.
- For the **Revenues** section, enter amounts in the [Confirmed](#) or [Pending](#) columns.
- Include the requested grant amount in the **Pending** column on **line 134** in the Research and Creation budget, or **line 154** in the Concept to Realization budget:

Project Revenues			
Budget			
Confirmed	Pending	Total	
Public Sector Revenues			
Grant for this application		\$	-

- Artists' fees, copyright and royalties must be paid to all artists involved in your project based on current Canadian standards. Provide rate details in the **Budget Notes** and in your answer to question **1.10** of the Research and Creation application form, or question **1.12** of the Concept to Realization application form.
- Canada Council staff cannot provide advice regarding industry standards for fees.

Key terms used in the budget:

- **Applicant contribution** – personal funds that you will contribute to your project. You are not required to make a personal contribution.
- **Costs** – all expenses directly related to your project activities.
- **In-kind** – non-cash costs or revenues. This can include:
 - Materials, supplies, or equipment that you already own and will contribute to your project;
 - Rent for the use of studio space, when the studio is part of your home;
 - Other contributions made to the project (whether by yourself or a collaborator) for which you are not paying a fee.Include in-kind amounts as both **Costs** (indicate this in the **Budget Notes**) and **Revenues**.
- **Revenues** – all funds that support your project or activities, including the requested Canada Council grant. Revenues must be entered as either **Confirmed** or **Pending**:
 - **Confirmed** – funds that you have received or will receive.
 - **Pending** – funds you have applied for, or plan to apply for.

Still have questions?

Send an email to exploreandcreate@canadacouncil.ca