

Horizon Live Presentation 2023 Budget Guidelines

Please submit your project budget using the Horizon Presentation Budget Template. The budget is laid out across 5 different sheets in the Excel Document (Summary, 1. Income, 2. Presentation Costs, 3. Travel, Accommodation, Per Diems, 4. Remount costs.) Please complete all sheets.

There is no upper limit of what you can apply for and we want to understand the actual costs of realizing your work in Edinburgh.

Please consider **all** of your costs carefully. The budget headings included are the costs that we assume you may need to cover - but it is not exhaustive. Please think carefully about your own work and what it would take to bring it to Edinburgh in August 2022. Additional costs not covered by the budget headings should be listed under 'Other'. Feel free to add rows where necessary to suit your project. If a particular cost does not apply to you, just insert £0

The Edinburgh Festival Fringe Society provide some guidance on budgeting in their [Take Part Guide](#).

This budget is intended to provide us with indicative costs. If you are selected, we will work with you to agree a final budget including accurate production costs.

VAT

Please use figures that are **inclusive** of VAT if you are VAT registered.

NPOs and Funded Companies

Horizon is funded by Arts Council England. When putting together your budget, please be aware of double funding. Horizon **cannot** cover the costs of fees for salaried staff or cost of re-rehearsal when these are covered under an existing grant. If you are unsure, please contact hello@horizonshowcase.uk to discuss further.

A Note on Fees

Please ensure that all fees meet **ITC minimum rates** or other relevant industry standards. We anticipate day rates to vary between £150 (min) and £350 (max). Travel days will be payable up to £100/day (max).

Eligible Costs

If selected, we will work closely with you to present your work in Edinburgh, as such some eligible costs will be arranged and paid directly by Horizon and do not need to be included in your budget e.g. venue costs – we will work with you to secure a suitable venue and make these arrangements directly.

Please refer to the table below for eligible costs and an indication of which costs need to be included in your budget.

Please refer to the guidance notes in each section of this document for more details. If you are unsure about any costs, please contact hello@horizonshowcase.uk for further guidance.

Cost	Include in your Budget ?
Artistic Fees for 7 days in Edinburgh	Yes
Producing and administrative costs	Yes
Technical hires	Yes
Transport & freight	Yes
Consumables directly related to the show	Yes
Royalties & Performing Rights	Yes
Artist/ team access costs	Yes
Up to 1 week remount costs	Yes
Insurances specifically for your production period	Yes
Eligible marketing costs	Yes, See note below
Festival registration costs	No
Venue hire & Associated costs	No
Accommodation in Edinburgh for the duration of your production period	No, but information required in Section 3
Return travel for all company members to Edinburgh from a UK base	No, but information required in Section 3
Per Diems for company members for the duration of your Edinburgh production period	No, but information required in Section 3
PRS and PPL	No
Audience accessibility costs	No
Box Office fees and commissions	No

Ineligible Costs

Horizon will not pay for:

- The costs of creating a new work or developing an existing one including design & writing costs
- Costumes, set, props
- Company overheads or contributions to core costs
- Individual (print) marketing materials
- Upkeep & Maintenance

Marketing

Horizon will provide marketing support to promote the showcase as a whole (to both audiences and delegates) and will produce Horizon specific marketing materials. As a work that is presentation ready, we assume you already have basic promotional materials such as high-resolution images, copy & artist biogs available.

Section 1. Income

You **do not** have to have any additional income or funding sources, however, if you do, please list them here, e.g. partnership funding, company contributions etc.

It is important for us to understand the total project costs so please include all contributions including **In Kind** support such as venue hire, admin costs etc.

Box Office

All box office income will be retained by Horizon (minus VAT & box office commissions). You **do not** need to include this here.

If you have no cash or in-kind income, please leave this section blank or insert £0

Section 2. Presentation

Please consider **all** of the costs that you would incur bringing this work to Edinburgh in August 2022. Please be aware that the budget headings are **not** exhaustive, and you should think very closely about your individual costs & requirements.

Please refer to the table above which indicates which costs will be arranged and paid for directly by Horizon and which **do not** need to be included here. If you are unclear, please contact hello@horizonshowcase.uk

Your budget should assume a run of **7** days in Edinburgh (including Get in/ Tech). We will pay up to £100/day per person for travel days.

Horizon will cover the costs of company members who are required to be in Edinburgh for the presentation of the work and to engage with the ancillary Horizon programme, for example, Lead Artist(s), performers, technical crew, but will not cover the costs of the wider creative team who are not physically required to realise the work.

Artistic Fees

Please list all company members who are involved in the presentation of the work or making it happen in Edinburgh including Lead Artist(s), performers, technicians.

Producing/ Admin/ Marketing Costs

Please list any producing , administrative and marketing staff fees and administrative costs.

Technical Hires

Please consider your likely technical hires along with indicative costs.

Most venues will provide a basic technical set up with additional lighting and more specialised equipment will be hired in or brought by the company. We understand that the costs you enter here will just be indicative at this stage. If selected, we will discuss in detail how best to meet your requirements and mutually agree final production costs.

You can find examples of the basic technical set up provided by some of the venues on their websites.

[Zoo Venues](#)

[Summerhall](#)

Transport/ Freight

Please outline the costs of transporting set/ props/ costume etc. from your home base to Edinburgh (and back again).

Licenses/ Royalties

Please include any other applicable licenses, royalty or Performing Rights payments.

If you use recorded music, you will be liable for PRS and PPL License fees and will be required to provide information about the music included in your show. These will be determined by box office income and will be paid directly by Horizon and **do not** need to be included here.

Access Costs

Horizon is committed to making this opportunity accessible to everyone. Please outline any costs related to personal access requirements of company members.

We understand that you may have access requirements for which it is hard to identify if there is a cost attached and that the costs listed here may not be exhaustive. Please outline all of your requirements in the narrative information that you submit alongside your budget and we will work with you to identify any costs and ensure we meet those requirements.

You **do not** need to include **audience** access costs here (such as BSL or captioned performances). Horizon will organise and pay for these directly.

Insurance

All Performances will be required to **carry Public Liability Insurance and Employers Liability Insurance of £5 million (if applicable)**

Horizon will only pay insurance costs that are required *in addition* to insurance that you already hold and if they are directly related to, and cover only, the period of time that you will be performing in Edinburgh. We cannot make contributions to or cover your existing policies.

Other costs

Use this space to list project costs not already covered in the existing headings.

Section 3. Travel, Accommodation & Per Diems

Horizon will cover the costs of travel, accommodation and per diems for your team while they are in Edinburgh.

In order to enable us to best estimate costs, please provide a list of the company members who you anticipate would be required to travel to Edinburgh for your production period, and where they would be travelling from.

Horizon will only pay for travel to Edinburgh from a UK base and **cannot** cover the costs of bringing team members from overseas. We will encourage train/slow travel in the first instance.

Please note that due to the extremely high cost of accommodation in Edinburgh during the Festival -accommodation may be in shared company flats, student accommodation or similar.

If selected, we will work with you to decide how best to make these arrangements and meet any access requirements.

Horizon will pay Per Diems at ITC rates.

Section 4. Remount/ Rehearsal costs

Your work has been selected as a finished work ready for touring, but we understand that by August 2022 it may have been some time since you last performed it. If necessary, Horizon can provide up to 1-week re-mount costs to ensure that your work is ready to meet an audience in Edinburgh. Horizon will not support any development costs, only re-rehearsal of existing material. Eligible costs include (but are not limited to), fees for lead artist(s), performers & necessary creative team members, fees for stage management and required technical costs, rehearsal space hire, consumables, access costs.

Producer/ administrator fees that cover both rehearsal & presentation period do not need to be included here, please include total producing fees in **Section 2. Presentation**

You should budget for the minimum re- rehearsal required. We would not expect this to exceed **1 week**, if however, you feel that additional time would be required please include details here for consideration with an explanatory text in the notes, or alternatively contact hello@horizonshowcase.uk to discuss further.

If no remount or rehearsal is required, leave this section blank & insert £0 as the Remount Total.

Travel/ Accommodation/ Per Diems

We would expect you to be working close to your home base for re-mount, and as such Horizon would not ordinarily expect to cover costs of travel, accommodation or Per Diems for this period. If, however, you feel that these are necessary costs, please include them under 'Other Costs' for consideration with an explanatory comment in the notes.