

Horizon Residency 2022- 2023 Budget Guidelines

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

Horizon will support Artist Residencies for up to 2 weeks with a maximum budget of £5000.

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 project costs that 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 realise your residency, 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 | Yes |
| Producing and administrative costs | Yes |
| Technical/ production hires | Yes |
| Consumables directly related to the residency | Yes |
| Artist/ team access costs | Yes NB do not count towards the £5000 maximum |
| Insurances specifically for your Residency period | Yes |
| Venue hire & Associated costs | No |
| Horizon Documentation/ Filming costs (unless a key part of your residency) | No |
| Accommodation for your Residency if you are away from your home base | No, but information required in Section 3 |
| Accommodation in Edinburgh for Horizon 2023 | No, but information required in Section 3 |
| Return travel for all company members to your Residency location if you are working away from your home base | No, but information required in Section 3 |
| Return travel for all company members to Edinburgh from a UK base for Horizon 2023 | No, but information required in Section 3 |
| Per Diems for company members for the duration of your Residency if working away from your home base | No, but information required in Section 3 |
| Per Diems for company members for the duration of your stay in Edinburgh for Horizon 2023 | No, but information required in Section 3 |

Ineligible Costs

Horizon will not pay for:

- Rehearsals or time to finesse completed works.
- Costumes, set, props
- Company overheads or contributions to core costs
- Upkeep & Maintenance

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 equipment loans, admin costs etc.

Section 2. Residency Costs

Please consider **all** of the costs that you would incur for your residency, these may include, but are not limited to

- Artistic fees
- Producing/admin costs
- Materials & consumables
- Technical hires & other production costs

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

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 Costs

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

Technical Hires/ Production costs

Please include the things that you would require for your residency - in addition to the facilities that you would ordinarily expect from the type of space that you are hoping to use.

E.g. a theatre space would have a basic lighting rig and sound equipment. If you are unsure, please include in your budget and outline your requirements in your application.

Insurance

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

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 your residency. We cannot make contributions to or cover your existing policies.

Section 3. Travel, Accommodation & Per Diems

If your residency location is away from your home base then Horizon will cover the costs of travel, accommodation and per diems for your team during the residency period.

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

Horizon will only pay for travel 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.

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. Access Costs

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

Please note that access costs do not count toward the maximum £5000 that you are able to apply for.

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 when answering the Access question in the application form and we will work with you to identify any costs and ensure we meet those requirements.