

ARTIST ARCHIVE | Guidance on budgets

What can Siobhan Davies Studios provide?

- **Artistic advice and production co-ordination:** An outside-eye, creative brainstorming, practical troubleshooting to realise your archive and advice for those considering applying for additional funding.
- **Communications support:** We'll help you reach our networks through social media and monthly newsletters. Bespoke invite lists can also be created in dialogue.
- **Documentation:** Professional photography, in-house videography and the option for the work to remain visible on our website until 2026.
- **Evaluation:** SDS will co-ordinate and gather audience responses. The nature and format of this can be done in dialogue with you, if you want.
- **Equipment:** Please download our [Equipment List](#) to see what we have available.
- **Access costs:** please see the Access Costs and Fund section below.
- **Public liability:** SDS has public liability insurance. Note: if you are planning workshops or participatory activities, we will ask you to provide details of your public liability insurance as well.

for Live Archives:

- **Space:** Three days of studio space for preparation and a day for the event.
- **Technical:** Basic technical support (e.g. setting up a projector or following basic sound/light cues – provided by a member of the SDS team).
- **Front of house:** we'll manage the box office and can also run a licensed bar for the event, if wanted.

for Material Archives:

- **Installation:** we can support with basic installation only and have some equipment and materials (a drill, screws, tape, ladder!).
- **Front of house:** we'll manage box office and can run a licensed bar at the launch, if wanted.

for Digital Archives:

- **Technical:** we can offer basic support and advice.
- **Web hosting** via our provider, which includes storage space of up to 2GB. As a guideline the SDS site is 3GB in total with videos presented via YouTube.

What to include in your budget

- **Fees:** include paying yourself and any collaborators. Set an hour/day rate and propose how long you and others will work on your project. This might include artists, contributors or technical support fees and designers, for example.
- **Transport:** if anyone, or objects, need to travel to complete this work please estimate this costs.
- **Materials:** purchasing materials, specific printing, bespoke installation etc.
- **Contingency:** we propose 3%
- **Access costs:** please see the Access Costs and Fund section below.

for Live Archives (£800 – £2000):

- **Insurance:** if you are planning to offer workshops or participatory activities, we will ask you to provide details of your public liability insurance.
- **Technical:** specialist lighting, sound support/hiring or film editing costs.
- **Catering:** any specific food or drinks.

for Material Archives (£1000 – £3000):

Remember to consider the time to plan, prep, install and de-install.

- **Insurance:** for the installed work for the duration of the exhibition.
- **Materials:** Costs to maintain the work over the duration of the exhibition (materials that might need replacing – mounting tape, paper, post-its, pens, chalk, subscription to apps such as Spotify etc.)
- **Installation:** any costs and fees for specialist installation and de-install (putting the work up and taking the work down)
- **Catering:** any specific food or drinks wanted at the launch.

for Digital Archives (£1000 – £3000):

- **Technical support:** specialist design work if creating a microsite.
- **Domain registration:** for a web address, if creating a microsite.

Access Costs and Fund

We want to incorporate access from the outset of producing each Archive.

Please think carefully about how your involvement and others might be supported. This may include access costs for you and your collaborators (such as an assistant fee or travel costs), and/or costs to present the work (audio description or BSL interpretation, for example). There may be other costs we have not mentioned.

Your timeline and budget should suggest estimations of how much time and money is required to incorporate the provisions you are proposing. SDS have a separate fund for access that can supplement the budget offered for each Archive. When detailing costs related to access, please highlight whether they are additional, and covered by the access fund, or if they are covered by your Artist Archive budget. If we go ahead with your application, we will confirm if all, or some, of these proposed costs are possible and what the team (or our wider network) can offer to make your proposals happen.