

## Digital File 'Budget amendments.doc'

### Budget amendments – additional information.

**R & D for building:** Cloudy Tan intends to go to Hemgate Gift Fair on the 16<sup>th</sup> July to source suppliers. She will also visit a range of successful Museum and Gallery shops to talk to the buyers and shop managers to try and isolate what makes them successful in terms of stock, marketing, stock control etc. The increase of £1,000 is to cover travel expenses.

**Project Office costs:** The office costs associated with the Marketing Manager were not included in the approved fit out cost. The capital items we would look to purchase are: 1 x table - £288.00, 1 x 2 drawer under desk pedestal - £260.00, 1 x Chair - £156.00 and 1 x computer - £100.00. All these prices are exclusive of VAT, so inclusive totals = £724.00.

**Corporate identity consultant:** Please see attached document.

**Project worker:** We are basically looking to appoint someone on a freelance basis to cover the more administrative aspects of Cloudy Tan's capital work. This would include filing, preparing invoices for submission to ACE, sourcing suppliers, auditing existing equipment prior to move, coordinating packing for the move etc.

The education and outreach coordinator waived the full twelve months of their contract and so there is no surplus to put towards this post. As the post is just associated with the capital expenditure I don't think it could be funded from our revenue money.

**Corporate materials:** Please see attached document.

**Audience development:** We have still not heard anything from Vanessa.

**Artist expenses:** We brought six key visual artists to Manchester on the 3<sup>rd</sup> July to go around the site and meet with our marketing consultants and staff. We paid the artists travel expenses and took them out for a meal as they did not get a fee for attending. We intend to carry out two more exercises like this in October when we will invite small groups of artists from performing arts and community arts to inform our marketing and programming. Again we would seek to pay travel expenses and feed them but probably would not look to pay fees.

**Artist commissions:** We had budgeted 25,000 within our fit-out costs to create security gates at the main entrance. It now seems like a wasted opportunity to have plain gates at the most prominent point of the Centre. We have spoken to the artist May Tang, a well-respected calligrapher based in Manchester, and she would be excited to collaborate with a security company to make some bespoke gates based on her calligraphy. We are still at the discussion stage but the estimate for the design, build and installation would be within £15,000 – hence the additional £10,000 for artist commissions. We will present you with a fully worked up proposal in the next few weeks.

### IDENTIFIER

GB3451/OC/D/1801/11

### ARTIST

Tan, Cloudy, General Manager; Chinese Arts Centre, 1989-2013