

Auburn Arts Commission Project Grant Application Sample Budget

PROJECT BUDGET

Please input all expenses and income planned to complete this proposed project. Totals of the project expenses MUST BE THE SAME VALUE as the project income.

Expenses

	Item	Cash	In-Kind/non-cash
A.1.	Project Staff/Personnel (list volunteer time under in-kind)	\$800.00 *	\$600.00 *
A.2.	Materials, supplies, equipment	\$375.00 *	\$150.00 *
A.3.	Space Rental		\$1,250.00 *
A.4.	Marketing/promotions	\$100.00 *	
A.5.	Other		
A.6.	<i>Subtotals</i>	\$1,275.00	\$2,000.00
A.7.	Total Expenses for Project:	\$3,275.00	

Income

	Source of Income	Cash	In-kind/non-cash	Confirmed/Received	Yes/No
B.1.	Admissions	\$300.00 *		No	*
B.2.	Other Sales				*
B.3.	Donations	\$150.00 *	\$2,000.00 *	cash, no; in kind, yes	*
B.4.	Grants				*
B.5.	Other				*
B.6.	Applicant Cash				*
B.7.	Arts Commission Request	\$825.00 *			*
B.8.	<i>Subtotals</i>	\$1,275.00	\$2,000.00	n/a	
B.9.	Total Income for Project:	\$3,275.00			

BUDGET CONFIRMATION

- * Please check this box to confirm that the above listed total project expenses are equal to the total project income. The two amounts MUST MATCH to be completed and considered.

Auburn Arts Commission Project Grant Application Sample Budget

Table 1. Expenses

NOTE about the columns:

Cash = In this column, list things you will need to pay for with money.

In-Kind/non-cash = In this column, list things that you would normally be charged for, but that are being provided to you at no-charge.

A.1. – **Project Staff/Personnel:** (list volunteer time under In-Kind): Don't forget to include payment for yourself and your staff.

A.2. – **Materials, supplies, equipment:** All of the things you will need to complete your project.

A.3. – **Space Rental:** Will there be charges for the place you prepare your work? For the location you present your work? List actual charges under "Cash," and donated spaces under "In-Kind."

A.4. – **Marketing/Promotions:** – Are you sending out postcards? Buying Ad space in a newspaper? Printing Posters? Paying to boost posts on Facebook? Include here all expenses for marketing your event/project.

A.5. – **Other:** Anything that doesn't fit in the other categories.

A.6. – **Subtotals:** These fields will self-populate. Please note that the subtotals from the "Cash" and "In-Kind" columns in the "Expenses" table should match the subtotals on line B.8. of the "Income" table.

A.7. – **Total Expenses for Project:** This field will self-populate. Please note that the total from field in the "Expenses" table should match the total on line B.9. of the "Income" table.

Table 2. Income

NOTE about the columns:

Cash = In this column, list things you will receive payment for in the form of money.

In-Kind/non-cash = In this column, list things that would normally be charged for, but that are being provided to you at no-charge.

B.1. – **Admissions:** Will you charge admission to your event/project? If you have not yet sold tickets, but expect to, estimate the amount of income you will receive from this source and answer "No" in the "Confirmed/Received Yes/No" column.

B.2. – **Other Sales:** Are you selling souvenir posters, etc? Include income from all "Other Sales" in this column.

B.3. – **Donations:** Do you expect to receive cash donations toward your project?

B.4. – **Grants:** – Have you received grants toward your event/project from other sources?

B.5. – **Other:** Anything that doesn't fit in the other categories.

**Auburn Arts Commission
Project Grant Application
Sample Budget**

B.6. – **Applicant Cash** – Any cash that you expect to put toward the event/project.

B.7. – **Arts Commission Request** – Amount of the grant you are requesting from the Auburn Arts Commission.

B.8. – **Subtotals**: These fields will self-populate. Please note that the subtotals from the “Cash” and “In-Kind” columns in the “Income” table should match the subtotals on line A.6. of the “Expenses” table.

B.9. – **Total Expenses for Project**: This field will self-populate. Please note that the total from this field in the “Income” table should match the total on line A.7. of the “Expenses” table.