

Project Budget

See Sample Budget (Appendix F) as an example of a complete project budget submission

Place double asterisks (**) in front of all items the applicant intends to support with Cultural Affairs monies and a single asterisk (*) in front of expenses cross-referenced as donations

A. Key Personnel	Cultural Affairs	Match	Total
Subtotal Key Personnel			\$ _____
B. Contracted Fees and Services			
Subtotal Contracted Fees and Services			\$ _____
C. Office Costs and Production Materials			
Subtotal Office Costs and Production Materials			\$ _____
D. Marketing and Project Documentation			
Subtotal Marketing and Project Documentation			\$ _____
E. Equipment Rental			
Subtotal Equipment Rental			\$ _____
F. Other Expenses and <i>Miscellaneous/Contingency</i>			
Subtotal Other Expenses and <i>Miscellaneous/Contingency</i>			\$ _____
G. TOTAL PROJECT EXPENSES			\$ _____

Project Budget

Applicant must show a 1:1 match for the grant request. The match can be all cash or a combination of cash and *in-kind* donations. If a combination of cash and *in-kind* is used, no more than 50% of the match can be *in-kind*. In the space provided, estimate all proposed project income. Do not list your grant request to Department of Cultural Affairs.

ESTIMATED FESTIVAL OR PARADE INCOME

Identify items and sources with a dot (•) by funds already secured for this project.

Amount

Total Estimated Project Income

\$ _____

DONATED SERVICES AND MATERIALS

In-kind or donated space, supplies, volunteer services: Items listed must also be included in the Personnel Expenses on the previous page, marked with an asterisk. Confirm or estimate the fair market value of all the service(s) volunteered and material(s) donated for the proposed event.

Amount

Total Donated Services and Materials

\$ _____

SUMMARY

	\$	- Total Event Expenses
minus	\$	- Total Event Income
minus	\$ _____	- Total Event Donations
	\$	- Request of Cultural Affairs

NOTE: In most cases, total event expense minus total cash minus total donations = grant request

You may retype or reformat this and the previous page like the example in Appendix F, however, please show all the budget categories of interest to Cultural Affairs: A) Key Personnel, B) Contracted Fees and Services...and show them in the order listed on the previous page.