

CREATIVE COMMUNITIES GRANT APPLICATION – Budget

These are the budget categories you will find in the Creative Communities Phase 2 eGrant application, with lines available to itemize.

Section F: Project Budget Itemized - Income

Please asterisk () those income items that are "pending" and not yet confirmed.*

Admissions: Include ticket sales, memberships, and other admission charges.

Contracted Services: Include fees earned from workshops, lectures, or other services.

Corporate Contributions: Include contributions from businesses, corporations, and corporate foundations.

Foundation Support: Include contributions from private foundations.

Other Private Support: Include individual donations, United Way or United Arts Fund contributions, income from fund-raising events, and Arts Midwest grants.

Government Support - Federal: Include grants from federal agencies only.

Government Support - State/Regional: Include grants from state agencies. Do not include this grant request.

Government Support - Local: Include grants from city or county agencies. Do not include this grant request.

Other Revenue: Include program ad sales, concessions, rental income, parking, catalogue and gift shop sales, dividend or interest income, etc. Do not include revenue from fund-raising events.

Applicant Cash: Include cash carry-forward, general institutional support, and other resources not listed above.

Section G: Project Budget Itemized - Expenses

Personnel - Administrative: Include salaries, wages, and benefits for staff of organization. The time of the paid staff devoted to the project is considered a cash match, not "in-kind."

Personnel - Artistic: Include salaries, wages, and benefits for staff of organization. The time of the paid staff devoted to the project is considered a cash match, not "in-kind"

Personnel - Technical/Production: Include salaries, wages, and benefits for staff of organization. The time of the paid staff devoted to the project is considered a cash match, not "in-kind."

Outside Artistic Fees and Services: Include payments to firms, artists, consultants or employees of other organizations whose services are specifically identified with the project.

Space Rental: Include rental of office, rehearsal, theater, hall, gallery, and other such spaces required for the project or activities. If the space is donated, include its market value in **In-Kind**.

Travel: Include fares, hotel, and other lodging expenses, food, taxis, per diem payments, toll charges, mileage, car rental costs, etc.

Marketing: Include advertising; printing and mailing of brochures, flyers, and posters; food, drink and space rental when directly related to promotion. Do not include payments to individuals or fund-raising expenses.

Remaining Operating Expenses: Include fund-raising expenses, supplies, scripts and scores, sets and props, food/drink not related to travel, utilities, postage, interest charges, equipment rental, insurance fees, shipping costs, non-structural renovations or improvements, etc.

Capital Expenditures: Acquisitions for collections, and innovations or improvements over \$5,000.

In-Kind: Goods and services that are donated to the organization. An in-kind contribution is valued at its fair-market price and must be capable of being verified upon request.