

Applicant Organization: \_\_\_\_\_

## Proposal/Project Budget

### 1. Proposal Budget Expenses

Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses in the Guidelines. Proposal Budget cash expenses must equal the Proposal Budget income.

The expense section contains three columns:

- Grant funds (these are the funds you are requesting from the state)
- Cash Match (theses are earned or contributed funds supplied by your organization)
- In-kind (the value of donated goods and services)

**Do not include any non-allowable expenses in the proposal budget.**

### 2. Proposal Budget Income

Detail the expected source of the cash match (middle column) your organization will be using in order to match the state funds (first column) outlined in the expense section. Use the budget categories listed below. Do not include your grant request (first column) or in-kind (third column). Include only income that specifically relates to the proposal. The Proposal Budget income must equal the Proposal Budget cash match in the expenses.

**Enter whole dollar amounts only. Do not enter cents, dollar signs (\$) or commas (,)**

| Expenses  | Grant Funds | Matching Funds | In-Kind Match |
|---|-------------|----------------|---------------|
| Employee Salaries (include fringe benefits)   |             |                |               |
| Contracted Artistic Personnel (fees for services performed, not for goods purchased)                            |             |                |               |
| Other Contracted Personnel (fees for services performed, not for goods purchased)                               |             |                |               |
| Space Rental or Rent (match only)   |             |                |               |
| Travel  |             |                |               |
| Marketing (could include printing, ad placement, marketing firms, graphic designers, mailings, etc.)            |             |                |               |
| Equipment, Supplies, etc. (Goods, not services. Do not include equipment that costs more than \$5,000 per item) |             |                |               |
| Remaining Project Expenses  |             |                |               |
| <b>TOTALS</b>   |             |                |               |

### GRANT FUNDS REQUESTED

Cash Match

In-Kind Match

**TOTAL MATCH**

**TOTAL PROJECT COST**

### Income

Donations/Contributions/Fundraising Income

Grants (Local Government)

Grants (Private)

Earned Program Revenue (include admissions, workshop/class fees, contracted services, etc.)

Other Revenue (explain in "Additional Operations Budget Information" narrative)

Applicant Cash (withdrawals from reserves or savings to break even)

**TOTAL CASH INCOME** (must balance with Cash Match)

**IN-KIND MATCH**

**GRANT FUNDS REQUESTED**

**TOTAL PROJECT INCOME** (must balance with Total Project Cost)