

## 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.