



LANE ARTS COUNCIL
Community Arts Project Grant
Budget Example

This document provides two example budgets for Community Arts Project Grant applicants to reference. These are simply examples; your proposed budget will not have the same revenue or expense items or amounts.

Example #1:

PROPOSAL BUDGET

Proposal Revenue

List all cash or donated (in-kind) contribution sources you will put toward your total proposal cost. Indicate whether the contribution is confirmed or projected. (Examples: other grants, fundraisers, sponsorships, event ticket sales, work or merchandise sold, etc.) In your first line, include the amount of funding you are requesting from LAC and mark it as Projected.

	Item	Projected or Confirmed?	Cash	In-Kind
1	LAC Community Arts Project Grant Request	Projected	2000	
2	Sponsorship from [insert local business name]	Confirmed	500	
3	Grant request from [insert grantor name]	Projected	1000	
4	Donations from [insert campaign name]	Projected	500	
5	Rehearsal space for 10 hours at [insert venue name]	Confirmed		1000
6	Art supply contribution from [insert business name]	Confirmed		500
7	ASL interpretation services from [insert interpreter name]	Projected		500
	TOTAL <i>Total in-kind and cash revenue in each column:</i>		4000	2000

Proposal Expenses

List all expenses directly related to the total cost of what you are proposing. (Examples: artist fees, supplies/materials, registration fees, marketing costs, ASL interpretation and Access services, other purchases, etc.).

	Item	Cash	In-Kind
1	Applicant artist fees – 100 hours at \$20/hour	2000	
2	Collaborator artist fees – 50 hours at \$20/hour	1000	
3	Event poster and flyer printing from [insert business name]	100	
4	Event insurance from [insert insurance provider name]	100	
5	Equipment rental from [insert rental business]	500	
6	Performance space at [insert venue name]	300	
7	Rehearsal space for 10 hours at [insert venue name]		1000
8	Art supplies from [insert business name]		500
9	ASL interpretation services from [insert interpreter name]		500
	TOTAL <i>Total your in-kind and cash expenses in each column:</i>	4000	2000

Please Note: Total Proposal Revenue must equal Total Proposal Expenses in both Cash and In-Kind categories.

Example #2:

PROPOSAL BUDGET

Proposal Revenue

List all cash or donated (in-kind) contribution sources you will put toward your total proposal cost. Indicate whether the contribution is confirmed or projected. (Examples: other grants, fundraisers, sponsorships, event ticket sales, work or merchandise sold, etc.) In your first line, include the amount of funding you are requesting from LAC and mark it as Projected.

	Item	Projected or Confirmed?	Cash	In-Kind
1	LAC Community Arts Project Grant Request	Projected	2000	
2	Administration fees: half of \$20/hr for 100 hours covered by applicant organization	Confirmed		1000
3	Marketing materials from [insert business name]	Confirmed		500
	TOTAL <i>Total in-kind and cash revenue in each column:</i>		2000	1500

Proposal Expenses

List all expenses directly related to the total cost of what you are proposing. (Examples: artist fees, supplies/materials, registration fees, marketing costs, ASL interpretation and Access services, other purchases, etc.).

	Item	Cash	In-Kind
1	Administration fees: \$20/hour for 100 hours (half of hourly rate covered by applicant organization)	1000	1000
2	Supplies including [insert specific supplies] purchased from [insert business name]	1000	
3	Marketing materials from [insert business name]		500
	TOTAL <i>Total your in-kind and cash expenses in each column:</i>	2000	1500

Please Note: Total Proposal Revenue must equal Total Proposal Expenses in both Cash and In-Kind categories.