

**COMMUNITY ARTS GRANT BUDGET FORM FY2021**

*Decentralization grants for Cattaraugus, Allegany, and Chautauqua Counties*

Report only the budget for the project for which you are requesting a Community Arts Grant.

**Directions:** Total income (minus “Grant Request Amount” noted in the first box) must be equal to or greater than 25% of total project expenses. If your income is at the minimum threshold of 25%, your ‘In-Kind’ contributions can only make up 15% of your overall income figures listed, all other income (10%) must be ‘Secured’ or ‘Anticipated’ as cash. Those items listed in the left hand columns are just suggestions to get you started. Please delete or add categories as appropriate to your project. Be sure to note specific budget item details on your Community Arts Grant Application Form.

Please round all figures to the nearest dollar. Please check your math!

**Budget Form Example Project Income**

List the names of all income sources for this project. Please note if the income is (Secured=S, Anticipated=A, or In-Kind=IK).	List the Dollar Amount for all income for this project.
<b>Grant Request Amount</b>	
Admissions	
Subscriptions	
Advertising in Programs	
Concessions/Sales/Rentals	
Tuition, class, workshop fees	
Foundation Grants	
Government/Municipal Support	
Individual Contributions	
Other	
<b>Total Project Income (Must Equal Total Project Expenses)</b>	

## Project Expenses

<b>List all expense items related to your application. Be as specific as possible. Examples include Artist Fees, Printing, Postage, Room Rentals, Etc...</b>	<b>Amount of the item expense the grant funding will cover</b>	<b>Amount of the item expense other income will cover</b>	<b>Total Item Expense</b>
Administrative			
Technical/Production			
Artistic (be specific)			
Outside Professional Services			
Travel/Transportation (in-state ONLY)			
Advertising/Promotion/Postage			
Supplies & Materials			
Event Insurance			
Equipment Rentals			
Space Rental			
<b>Total Project Expenses (Must Equal Total Project Income)</b>			