

## **AIE/LCB Budget Guidelines**

**AIE/LCB funds may be requested to support artist(s) fees and related costs such as lodging, travel, materials and supplies.**

**The AIE/LCB grant program is a matching grant program. Applicants must show that they are able to contribute a minimum of 40% of the budget costs.**

***For example:***

If an applicant requests \$1,000 from the AIE grant program, the applicant must show that they have already secured at least \$400 in matching income.

**The school must contribute an amount that equals at least 50% of the grant match. If the partner is a cultural organization, it may contribute up to 50% of the match in cash. If the cultural partner is an individual teaching artist, the school will likely contribute the entire match.**

***For example:***

The applicant must provide at least \$400 (40%) in matching funds for a \$1,000 grant request.

The school would have to show that it is contributing at least \$200 of the matching funds. If a cultural organization is the partner, it can contribute up to \$200 in cash to help meet the match requirement. If the partner is an individual teaching artist, the school will likely contribute the entire \$400 match.

**The school's matching funds may be comprised of a combination of cash and In-kind resources. However, the school must show that it is contributing at least half of the grant match in cash; the rest can be in-kind donations.**

***For example:***

The school needs to provide \$400 in matching funds. 50% (\$200) can be in-kind donations and 50% (\$200) must be cash.

### **Expense Examples**

- Substitute teachers to cover time when teachers are at planning and professional development mtgs.
- Payments to teachers for after school work or planning time
- Materials and supplies
- Buses for field trips
- Administrative personnel at the cultural organization
- Teaching artist fees: planning, professional development, class time\*
- Travel reimbursement for teaching artist

\* The recommended Teaching Artist rate is \$250 per day and \$150 per half-day for classroom activities. The recommended hourly rate is \$50 for planning and professional development time.

### **Income Examples**

#### **Cash**

- School district professional development funds used toward the teachers' professional

development for the partnership

- School district bus funds that can be used for the partnership
- School district substitute teacher funds that can be used to release teachers from the classroom for planning and/or professional development
- School district funds used to purchase materials or equipment to support the project
- Parent-teacher organization funds or fundraising events
- Education foundation funds that may be available to teachers (school district)
- Local businesses solicited to contribute to the project
- Classroom fundraising events
- Contributed funds from the cultural organization's foundation
- Community foundations
- Earned income from the cultural organization
- State legislature contributions
- Any source other than the New York State Council on the Arts

In-Kind

Any donated contributions of time, supplies, equipment, space