

# SARATOGA ARTS

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## **COMMUNITY ARTS GRANTS Budget Form Instructions**

The Budget Form is in Microsoft Excel, with several convenient features.

### **Among them:**

- Rows will expand to accommodate the amount of information entered. Please note: lengthy explanations or lists should be included on a separate sheet of paper, simply type “see attached” in appropriate row.
- Auto Sum: To avoid mathematical errors this form has been formatted to automatically total entries for Revenue and Expenses.
- Error Message: budgets must balance, meaning that the Revenue plus the Community Arts Grant request should equal Expenses. If your budget does not balance, this form will tell you not only that it doesn’t balance, but why. (See “Does your budget balance?” item)
- % funded by Community Arts Grants: A Community Arts Grant is not meant to fund 100% of any program. This form has been formatted to automatically calculate the percentage of your budget which will be funded by the Grant.

### **Note:**

Applicants must use the budget form included in the application. No other budget format will be accepted. Budgets must be typed.

**If your organization is requesting Community Arts Grants funds for more than one project please submit separate itemized budget forms. All budgets must include a breakdown for all revenue and expenses for each project.**

## **Quick Steps To Follow When Filling Out Budget Form:**

1. List all of your expenses and estimate how much each will cost.
2. List all of your expected income. Please do not list grants or sponsorships that you have not yet secured.
3. Please provide a breakdown for revenue listed. Expand worksheet cell if needed.
4. Once you've done this, toward the bottom of the sheet you'll see a grey section labeled Community Arts Grants (C). Whatever number is next to that box is your Grant Request:

|                                   |    |   |
|-----------------------------------|----|---|
| Total Expenses (B)                | \$ | - |
| - Total Revenue (A)               | \$ | - |
| Community Arts Grants Request (C) | \$ | - |

5. Then, look at your expense sheet and assign part of your Grant Request to each appropriate line item in your expense section. Example: your expense might be \$800 in artist fees. You may then choose to assign \$800 of your Grant Request to pay for the \$800 artistic fee.
6. From there, assign the remaining parts of your Grant Request to the different line items in your Expense section. Remember the three most important things for Grant funds to go to are: Artist Fees, Materials/Supplies and Promotion and Outreach.
7. Don't forget to double check that your budget balances. If it doesn't, you'll see an error message toward the bottom of the sheet:

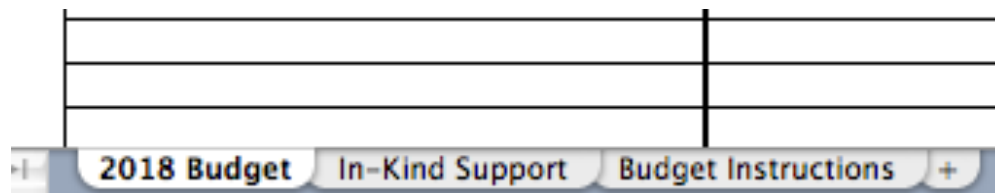
If Revenue + Grant Request Exceeds Expenses an "No" message will appear.

If Expenses Exceed Revenue + Grant Request a "Yes" message will appear.



*What are all of these tabs along the bottom of the Excel Form?*

You'll notice 3 tabs or worksheets at the bottom of the Excel document. For your application, you will need to fill out and complete the the Budget Worksheet and In-Kind Worksheet.



### **Revenue**

- Include cash income under the Revenue section.
- The total value of in-kind support is to be listed under the Revenue section. The second Excel worksheet is designated an itemized listing of all In-Kind Donations. In-kind donations indicate support for the program or project and therefore strengthen the application.
- Earned income is income the organization derives from regularly scheduled programs (as opposed to fundraising), such as classes, admissions, sales, or parking.
- Be specific. Indicate how a given number was generated. For instance, 200 tickets @\$12 per ticket.
- Do NOT include your Grant request under contributed income. Contributed income can be from individuals, corporate donations, government grants other than the Grant, or by assigning all or a portion of income from fundraisers to this project. Be sure to list all other sources of contributed income.

### **Expenses**

- Personnel refers to paid staff who receive a W-2 form for income tax purposes. You can assign a percentage of a paid staff person's salary to the costs of the Grant-funded program.
- An outside professional is a sub-contractor who receives a 1099 for income tax purposes. Remember, if an outside professional donates professional services, that information should be listed on the separate In-Kind Donations form, not in this budget.

- Be sure to detail how the expense was generated. For instance, 10 hours @ \$25 per hour.
- Detail all remaining operating expenses. Use a separate sheet if necessary.
- Total Project Expenses: This is the total cost of this project.
- Community Arts Grants Request: This is the amount that will be paid for Grant funds. The Grant request may not be for less than \$500 or more than \$5,000.

The following are the important items for Grant funds to go to: Artist Fees, Materials/Supplies and Promotion and Outreach, especially for programs which provide free or low-cost performances, and for programs that reach underserved communities are considered high priority Grant requests.

Review the guidelines for a complete list of priority items and items that cannot be funded by Community Arts Grants. Consider assigning all or most of these expenses to other funding or income sources, rather than to your Grant request.

A Note on Personnel - Include only professional services that you would otherwise have to pay for (legal, accounting, graphic design, etc.). **DO NOT INCLUDE VOLUNTEER HOURS** for clerical work such as envelope stuffing, gallery-sitting, filing, shredding, etc.

### **In-Kind**

Please include a list of in-kind contributions and their estimated value. An in-kind contribution is any contributed time, supplies, equipment, and/or space that one would generally pay for. Please note the difference between volunteer-time and the time and/or service of a professional. (E.g. a volunteer with no formal training created an event invitation vs. a professional graphic designer donating their time and service to create an event invitation).

### **Grant Writing Assistance is Available**

Saratoga Arts offers Grant Writing Assistance to applicants who would like their application reviewed prior to the October 26, 2018 deadline.

The deadline to submit materials for review is October 5, 2018, 5pm. Please email Sharon Wait at [swait@saratoga-arts.org](mailto:swait@saratoga-arts.org).