



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

The Budget Form is an excel spreadsheet embedded in the online submission form. It can be filled in directly within the application. However, you may want to download a blank budget form to create a draft of your budget, either for your own purposes or to submit to the Grants Coordinator during the draft Application Review process. You can download a blank budget form at <https://www.saratoga-arts.org/grant-programs/community-arts-grants/>

### **About the spreadsheet:**

- Rows will expand to accommodate the amount of information entered. Please note: lengthy explanations or lists should be included in the Budget-Supplemental Information field that follows the Budget Form field in the application.
- 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: New for 2021 - A Community Arts Grant is can fund up to 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.

**If your organization is requesting Community Arts Grants funds for more than one project please submit separate itemized budget forms in separate applications. 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 the artistic components of the project. This can include the expense toward technological enhancements/assistance for improved virtual project delivery.
7. Don't forget to double check that your budget balances.

### Example Budget:

PROJECT REVENUE	EXPLANATION Please provide a breakdown for revenue listed. Expand worksheet cell if needed.	A: Revenue (\$)	
<b>Earned Income</b>			
Admissions/Box Office		\$ -	
Membership Dues			
Tuition, Workshop Fees, etc.	10 workshop students @ \$20 each	\$ 200.00	
Sales, Concessions, etc.		\$ -	
Parking		\$ -	
Other (Please describe)		\$ -	
		\$ -	
<b>Unearned Income</b>			
Individual Contributions			
Corporate / Business Contributions	Underwriting by Jim's Art Supplies	\$ 50.00	
Government Grants - <b>not CAG</b>		\$ -	
Foundation Grants			
Fundraising Events		\$ -	
Other (Please describe)		\$ -	
		\$ -	
<b>TOTAL</b>		\$ 250.00	
<b>Value of In-Kind Support</b>	Partial Donation of workshop space	\$ 50.00	
PROJECT EXPENSES	EXPLANATION Please provide a breakdown for expenses listed. Expand worksheet cell if needed.	B: Total Project Expenses (\$)	C: Community Arts Grants Request (\$) (This column must be completed.)
<b>Project Personnel</b>			
Administrative			\$ -
Artist Fees	Workshop Teacher fees	350.00	\$ 350.00
Technical			\$ -
Other			\$ -
		\$ -	\$ -
<b>Outside Professional Services</b>			\$ -
Administrative			\$ -
Artistic		\$ -	\$ -
Technical		\$ -	\$ -
Space Rental	Discounted rental of space	\$ 150.00	
Equipment Rental		\$ -	\$ -
Technology Improvements			\$ -
Travel/Transportation	Workshop teacher travel	\$ 75.00	\$ 75.00
Advertising/Promotion	Facebook boosts, postcards	\$ 100.00	\$ 100.00
Remaining Operating Expenses	Workshop supplies	\$ 200.00	\$ 100.00
Event Insurance		\$ -	\$ -
			\$ -
<b>TOTAL</b>	<b>Request may not exceed \$5,000</b>	\$ 875.00	\$ 625.00
Total Expenses (B)	\$ 875.00		↑
- Total Revenue (A)	\$ 250.00		↑
Community Arts Grants Request (C)	\$ 625.00	←	<b>SHOULD MATCH</b>
Does your budget balance?			
<b>New for 2021 - Project grant can fund up to 100% of project expense.</b>			

## Revenue

- Include cash income under the Revenue section.
- The total value of in-kind support is to be listed under the Revenue section. Use the next field in the application (Budget-Any Supplemental Information) to provide an itemized list of all In-Kind Donations. In-kind donations indicate support for the program or project and therefore strengthen the application. 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).
- 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 the next form field (Budget-Any Supplemental Information), if you need more space.
- Total Project Expenses: This is the total cost of this project.
- Community Arts Grants Request: This is the amount that will be paid for by Grant funds. The Grant request must be a figure between \$500 and \$5,000. Adjust figures in this column so that your budget balances.

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.