

BUDGET EXAMPLE

Visual Arts Project Grant Budget

PROJECT EXPENSES

Expense Type 1: Materials & Supplies

Description	No. of Units	Unit Cost	Total Cost
Art Supplies (list supplies as separate line items, eg. paint, brushes, paper, canvas, etc.)			
Mounting Materials			
Framing Costs			
Other: _____ (specify & list separately)			
Subtotal:			

Comments:

Expense Type 2: Facilities & Equipment

Description	No. of Units	Unit Cost	Total Cost
Studio Rental			
Equipment Rental (list equipment as separate line items)			
Other: _____ (specify & list separately)			
Subtotal:			

Comments:

Expense Type 3: Other

Description	No. of Units	Unit Cost	Total Cost
Crating			
Shipping			
Other: _____ (specify & list separately)			
Subtotal:			

Comments:

Expense Type 4: Subsistence*

Description	No. of Units	Unit Cost	Total Cost
Housing/Rent			
Local Transportation			
Food/Personal			
Child Care			
Subtotal:			

Comments:

* no. of units @ days, weeks, months to a maximum of \$3,000 per month

Total Proposed Expenses:

PROJECT REVENUE

Non-AFA Revenue

Description	Amount	Funding Status
Artist fee		
In-Kind Goods & Services		Confirmed
Revenue from Other Funding Agencies (list separately; indicate pending or confirmed)		Confirmed
Fundraising (list separately; indicate pending or confirmed)		Pending
Sponsorship (list separately; indicate pending or confirmed)		Confirmed
Personal Contributions		Confirmed
Other: _____ (specify & list separately)		Pending
Total Non-AFA Revenue		

Comments:

Grant Amount Requested:

Budget Notes:

- Your expenses can be broken down into four different expense types from the included list – this is helpful in claiming all related expenses in one category
- A **UNIT** might be weekly or monthly when pertaining to subsistence requests, i.e. for a 6-month project, you might claim 6 units of rent assistance at \$800 each and totalling \$4,800
- A **UNIT** might also be days of parking or hotel rooms if travelling; it might also be number of programs printed, etc.
- When in doubt about **UNITS**; put 1 unit and list the total costs as the unit cost; materials and supplies can often be listed as subset groups in this manner, i.e., “Oil paints”, 1 unit, \$675.00”, “Brushes, 1 unit, \$325.00”
- If your expenses exceed the AFA grant amount allowed, you need to indicate how other costs will be covered. Include all revenues and identify them as “**Pending**” or “**Confirmed**”
- Your total **Grant Amount Requested** cannot exceed \$15,000

*** Expense Type 1:** – select –

- Administration
- Artist Fees
- Facilities and Equipment
- Marketing
- Materials and Supplies
- Subsistence
- Travel
- Tuition
- Pre-Production
- Production
- Post-Production
- Research
- Other