

BUDGET EXAMPLE

Visual Arts Project Grant Budget

PROJECT EXPENSES

Expense Type 1: Materials & Supplies

Description	No. of Units	1	Total Cost
Description Art Supplies (list supplies as separate line items	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: Fa	cilities & Equipm	nent	
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 Ty	pe 3: Other		
Description	No. of Units	Unit Cost	Total Cost
Crating			
Shipping			
Other: (specify & list separately)			
	1	Subtotal:	
Comments:			
Expense Type	4: Subsistence*		
Description	No. of Units	Unit Cost	Total Cost
Housing/Rent	110101010110		100010000
Local Transportation			
Food/Personal			
Child Care			
oma care	<u>l</u>	Subtotal:	
Comments:		Subtotal.	
* no. of units @ days, weeks, months to a maximu	m of \$3 000 par	month	
no. or units w days, weeks, months to a maximul	11 01 33,000 per 1	HOHUH	
Total Proposed Expenses:			

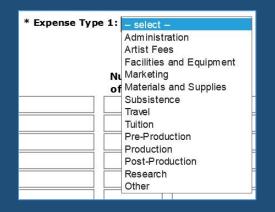
PROJECT REVENUE

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