

FY2015 Arts Catalyze Placemaking Connecticut Office of the Arts

PROJECT BUDGET / INCOME & EXPENSE ALLOCATIONS APPLICATION INSTRUCTIONS

APPLICATION BUDGET FORMS

1. ACP PROJECT BUDGET: INCOME & EXPENSE ALLOCATIONS

This document provides an accounting of proposed project expenses and proposed project income sources and provides the applicant with the opportunity to demonstrate how the required grant match will be satisfied. This budget document is a one page, locked MS Excel spreadsheet. The form will add figures and round entered amounts to the nearest dollar. Limited instructions are listed on the form and further instructions are provided below.

NOTE: Applicants are required to complete a BUDGET NARRATIVE that is included in the on-line application. See below.

NOTE: For additional information, review the FY2015 ACP Project SAMPLE BUDGETS (one presents a project budget claiming In-kind Contributions and one without In-kind). SAMPLE BUDGETS are available on the ACP home page.

2. IN-KIND BUDGET WORKSHEET

This document provides an accounting of projected in-kind contributions. The form is a locked, one page MS Excel spreadsheet which will add figures and round entered amounts to the nearest dollar. The form includes links to support the applicant's valuation and understanding of in-kind accounting practices.

NOTE: This Worksheet is ONLY required for applicants claiming in-kind contributions as a part of their project proposal.

NOTE: You must enter the TOTAL PROJECT IN-KIND amount from your IN-KIND BUDGET WORKSHEET into Line 12 (In-kind Contributions) of the PROPOSED EXPENSES TOTALS column of the ACP PROJECT BUDGET / INCOME & EXPENSE ALLOCATIONS form (above).

ACP PROJECT BUDGET / INCOME & EXPENSE ALLOCATIONS FORM

APPLICANT NAME:

Enter the same name that you listed on your ACP application.

First Two Left Side Columns

PROPOSED PROJECT EXPENSES and PROPOSED EXPENSE TOTALS:

Use these columns (the white section on the left side of the form) to detail your proposed project expenses. Numbers preceding the following definitions correspond to the numbered lines on the form, not the Excel spreadsheet numbering system on the electronic form.

◆ EXPENSES SIDE OF THE BUDGET FORM (LEFT)

1. Salaries

a. **Administrative:** Employee salaries, wages and benefits for administrative staff. Include executive directors, finance, marketing, fundraising, human resources, etc.

NOTE: The FY15 ACP Project grant caps administrative expenses at **20%** of the total grant request.

b. **Programmatic:** Employee salaries, wages and benefits for programming staff. Include artistic directors, program managers, curators, choreographers, composers, musicians, etc.

- c. **Technical:** Employee salaries, wages and benefits for technical management and staff. Include technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.
- d. **Other:** List salaries for staff not included above. Describe / categorize using the lines provided.

2. **SUBTOTAL** (Salaries subtotal is calculated by the form)

3. **Professional Services**

- a. **Programmatic & Technical:** Cash payments to individuals that are not employees. This may include artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, literary / visual / performing artists, stage managers, exhibit installers, etc.
- b. **Instructors:** Cash payments to teachers or workshop leaders who are not employees of the grantee.
- c. **Legal / Accounting / Admin:** Payments to firms or persons who provide legal, accounting, or other administrative expertise via outside contract.
- d. **Other:** List cash payment for any other contracted services not included above. Describe / categorize using the line provided.

4. **SUBTOTAL** (Services subtotal is calculated by the form)

5. **Supplies**

- a. **Administrative:** Cash payments for office supplies and other non-program supply expenses.
- b. **Program:** Cash payments for production materials, tents, royalties, raw materials and any other program-related items.

6. **Telephone:** Cash payments for telephone usage.

7. **Postage & Shipping:** Cash payments for postage, trucking, shipping, hauling, etc.

8. **Occupancy:** Payments for office, theater, hall, gallery or other spaces, as well as costs for maintenance, security, property insurance, utilities, janitorial services and related supplies. Do not include capital expenses.

9. **Marketing / Publicity / Advertising:** Cash payments for marketing materials, ad space, social media, etc. Describe / categorize this project expense using the line provided.

10. **Outside Printing / Publication:** Payments for all outside printing and publications.

11. **Travel:** Airfare, mileage, car rental, lodging, and meals.

12. **In-kind Contributions:** The amount entered in this line (the color shaded line in this column) MUST equal the TOTAL PROJECTED IN-KIND amount shown on your completed FY2015 ACP IN-KIND BUDGET WORKSHEET. Your in-kind valuations will be reviewed for reasonableness.

NOTE: *ONLY* enter an amount in Line 12 if your project claims In-kind contributions as part of your project.

NOTE: *DO NOT* enter In-kind contributions in any PROPOSED PROJECT INCOME columns.

NOTE: The dark brown box at the bottom left of the budget form will automatically total ALL income sources, including your proposed in-kind contributions and ACP grant request.

13. **Other:** List other expenses that don't fit above categories. Describe / categorize other costs using the lines provided.

14. **SUBTOTAL LINES 5 – 13** (Subtotal is calculated by the form)

TOTAL PROPOSED PROJECT EXPENSES: *Total of all expenses (lines 2, 4, and 14, calculated by the form).*

◆ INCOME SIDE OF THE BUDGET FORM (RIGHT)

PROPOSED PROJECT INCOME Columns

Five columns that constitute the right half of the budget form.

Four Shaded Columns

OTHER INCOME SOURCES & EXPENSE ALLOCATIONS:

Use the first four columns of this section (light color shading) to provide an accounting of all projected income sources, NOT including your ACP grant request (far right column, see below) and NOT including any In-Kind Contributions.

- A. Identify each proposed income source per column. Combine income sources if additional columns are needed. Enter the name of the source or an income category description (see B., below) in the white space at the top.

NOTE: Use the BUDGET NARRATIVE section of the on-line application to clarify financial details.

NOTE: The vertical, color shaded stripe adjacent to the white space provided at the top of each column should be used to verify whether or not an income source is confirmed at the time of application. For income sources that ARE definite at the time of application, enter the word **Confirmed** in the cream colored column. DO NOT ENTER any text in this section for income sources that CANNOT BE CONFIRMED AT THE TIME OF APPLICATION.

- B. Examples of other income sources may include: Public funding (such as Federal, non-COA State* or Municipal funds); Private grant funding (Foundation or Corporate awards); Private contributions from individuals or businesses; Special event proceeds; Applicant- and/or partner-generated program activity income (admissions, classes, workshops, school programs, etc.); Membership dues; Savings; Other earned income (contracted services, etc.).

NOTE: * COA / ACP funding CANNOT be matched using other Connecticut state funds. Refer to the FY2015 ACP Guidelines to verify which income sources are eligible to satisfy your required grant match.

- C. Allocate the funds from each discrete income source (or combined income sources per income column as may be needed) to specific PROPOSED PROJECT EXPENSES using budget lines 1-13.

NOTE: Expense allocations in the five columns that constitute the PROPOSED PROJECT INCOME section (which includes the COA / ACP grant request) MUST add up horizontally. Entries ACROSS the five income columns must total to no greater than the amount entered into the PROPOSED EXPENSE TOTALS column (Excel Column 'E'). You may allocate all or a portion of a project expense to one or more income sources. Review FY2015 SAMPLE BUDGETS.

- D. The Excel sheet will automatically total all four of the OTHER INCOME SOURCES & EXPENSE ALLOCATIONS columns at the bottom of the shaded section in TOTAL of OTHER INCOME SOURCES.

NOTE: The amount shown in the TOTAL OF OTHER INCOME SOURCES shaded section MUST satisfy your minimum grant match UNLESS you have proposed In-kind Contributions as a portion of your required match. See E, below. Refer to the FY2015 ACP Guidelines regarding use of In-kind Contributions. Review the In-kind SAMPLE BUDGET.

- E. IF you are proposing In-kind Contributions in support of your project, ONLY enter the proposed In-kind Contributions total amount in Budget Line 12 of the PROPOSED EXPENSE TOTALS column (Excel Column 'E'). See In-kind Contributions, page 2.

Far Right Column

COA / ACP GRANT REQUEST ALLOCATIONS:

Use this column (rust colored header) to show how you propose to allocate the requested ACP grant funds.

- A. The total of this column MUST equal the same amount as your ACP grant request.

NOTE: Please review the FY15 SAMPLE BUDGETS. See **NOTE** at C, above.

NOTE: Refer to the FY2015 ACP Guidelines to verify eligible and ineligible COA / ACP grant expenses.

Bottom Left of The Budget Page

TOTAL of OTHER INCOME SOURCES + IN-KIND CONTRIBUTIONS + TOTAL COA / ACP GRANT REQUEST:

The Excel budget will automatically display the total of all income sources (inclusive of your grant request and any in-kind contributions) in this dark shaded section.

NOTE: This amount MUST equal the Total Proposed Project Expenses amount (white box) located directly above.

PROJECT BUDGET NARRATIVE

Be sure to complete the separate **Budget Narrative** section that is included in the on-line application. Use this narrative section to explain any details regarding the project's Income or Expenses (including projected In-kind Contributions) that will help grant review panelists to have a clear understanding of your project's financial plan.