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## **BUDGET WORKSHEET INSTRUCTIONS SOLO EXHIBITIONS OPEN CALL 2017**

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### **Exhibition Income Section**

#### **CUE Contributions**

- **Artist Honoraria**  
Artists receive the \$5,000 *Artist Honoraria* to disburse and use as they wish. You must indicate how you intend to allocate the honoraria funds in the *Exhibition Expenses* section.
- **Art Shipping, Art Installation, Hospitality, Catalogue Printing**  
These line items indicate the set budget amounts available to artists to help them produce their exhibition. The expenses related to these budgets are generally arranged and paid for by CUE. Each line item amount cannot be altered or transferred to other line items.

#### **Additional Income Sources**

We encourage applicants to submit their best, most realistic budget. In the instance that an artist's projected expenses go beyond the scope of what CUE is able to offer in financial assistance, we expect the artist to indicate how they intend to make up the difference. To raise those funds, oftentimes artists will plan to launch a Kickstarter campaign, use their personal savings, funds from a grant they have already received, or intend to apply for a grant. List potential or committed funding sources in the *Additional Income* section of the budget worksheet. Please note committed funding with an asterisk.

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### **Exhibition Expense Section**

The Exhibition Expense section needs to include any foreseeable production costs related to the exhibition. This includes but is not limited to: framing costs, DVD/bluray production, installation material, fabrication costs, and equipment rental.

#### **Set Budget Allocations**

CUE contributes set budget amounts towards *Art Shipping*, *Art Installation Fees*, *Hospitality*, and *Catalogue Printing* expenses. The expenses related to these budgets are generally arranged and paid for by CUE.

For each line item, enter the total allotted amount—as indicated in the *Exhibition Income* lines (eg. *Art Shipping* \$1,500)—**unless** you estimate the expense to exceed the allotted

amount. In that case you would need to draw from the *Artist Honoraria* or *Additional Income* sources to cover the remainder of that estimated expense. See below for descriptions of these items and instructions on how to enter these amounts into the expense section.

Please note that set budget allocations cannot be reallocated to other line items.

### **Art Shipping**

CUE contributes \$1,500 towards art shipping costs. In the *Art Shipping* expense section, please enter the total allotted amount (\$1,500), unless you estimate the expense to be higher than the allotted amount. In that case you would need to draw from the *Artist Honoraria* or *Additional Income* sources to cover the remainder of those estimated expenses. For example, if you estimate your shipping expenses to be \$2,000, you would need to pull \$500 from the *Artist Honoraria* or *Additional Income* sources.

International shipping is not permitted.

### **Art Installation Fees**

CUE contributes \$900 towards art installation fees. This allocation covers the average cost of professional art handlers for a basic exhibition (one art handler for 2 days for install, and 2 days for de-install). In the *Art Installation Fees* expense section, please enter the total allotted amount (\$900), unless you estimate the expense to be higher than the allotted amount. In that case you would need to draw from the *Artist Honoraria* or *Additional Income* sources to cover the remainder of those estimated expenses. For example, if you need one extra day of labor (approx. \$200) for an installation-heavy exhibition, enter \$1,100 in the *Art Installation Fees* expense line and deduct \$200 from the *Artist Honoraria* or *Additional Income* sources.

### **Hospitality**

CUE contributes \$200 towards refreshments for the opening reception. This is the average cost of providing wine or beer. Enter the allotted amount (\$200) into the *Hospitality* expense section, unless you estimate the expense to be higher than the allotted amount. In that case excess costs should be drawn from the *Artist Honoraria* or *Additional Income* sources.

### **Catalogue Printing**

This line item is pre-filled, as it is a set budget amount and cannot be altered. Catalogue design and printing is organized entirely by CUE. Please note this \$3,500 printing budget does not include costs for catalogue photography. Artists are responsible for providing CUE with print ready images for the catalogue. If you require the services of a photographer, indicate the estimated cost under *Professional Services* and make a note on the budget notes page.

### **Distribution of the Artist Honoraria & Additional Income**

Expenses for the following items must be deducted from the *Artist Honoraria* or *Additional Income* sources and distributed into the corresponding expense lines.

For example, if you estimate you need to spend \$500 on travel and accommodation to come to NYC for exhibition install and de-install, you would enter \$500 into the *Travel* expense line. You would then have \$4,500 left of your \$5,000 *Artist Honoraria*. If you estimate spending \$700 on supplies, you would enter \$700 in the *Supplies* expense line. You would have \$3,800 remaining from your *Artist Honoraria*. If you don't need to purchase anything else, you would put the remaining \$3,800 in the *Artist Honoraria (after expenses)* line item.

#### **Equipment Rental**

Expenses allocated to this line item should include items such as projectors, cameras, and special equipment used for the installation or creation of artwork. Expenses should be drawn from the *Artist Honoraria* or *Additional Income* sources. Please email CUE to request an inventory of existing tech equipment such as projectors, media players, and monitors.

#### **Supplies**

This line item should include any supplies you would need to produce and install artwork for the exhibition such as art supplies, wood, canvas, plexiglass, etc. Expenses should be drawn from the *Artist Honoraria* or *Additional Income* sources. CUE provides basic supplies for gallery installation such as power tools and basic hardware.

#### **Travel**

This line item should include any foreseeable travel costs related to the exhibition. Expenses should be drawn from the *Artist Honoraria* or *Additional Income* sources. Artists are expected to be present for the opening reception and installation. If and where possible, they should also be available for de-install. If there is any related programming that you would like to propose in connection with your exhibition (eg. artist talk, panel, etc.), you are expected to be present for those events. These events can usually be arranged to coincide with the exhibition opening or closing dates.

#### **Professional Services**

This is what you would pay any outside consultants or professionals to help you produce your project, such as video and sound editing, printing, computer programming, carpentry, crating, photography and framing. Expenses should be drawn from the *Artist Honoraria* or *Additional Income* sources.

#### **Artist Honoraria (after expenses)**

This is the remaining balance of the \$5,000 *Artist Honoraria* after all exhibition related expenses have been deducted and entered into the lines above.

**Additional Income (after expenses)**

If applicable, this is the remaining balance of *Additional Income* from the *Exhibition Income* section after all exhibition related expenses have been deducted and entered into the lines above.

**When you are finished drafting your budget, the *Total Project Income* amount must balance with the *Total Project Expenses* amount.**

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See page 5 of this document for a sample completed budget worksheet.

**DOWNLOAD A BLANK BUDGET WORKSHEET**

PDF: <http://bit.ly/2lvU30U>

Excel: <http://bit.ly/2ICl5zm>

Need help? Contact Eva Elmore, Programs Assistant, [eva@cueartfoundation.org](mailto:eva@cueartfoundation.org).



# SOLO EXHIBITION OPEN CALL 2017 BUDGET WORKSHEET

Artist name: **SAMPLE**

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## EXHIBITION INCOME

### CUE Contribution

Artist Honoraria	5,000
Art Shipping Budget	1,500
Art Installation Fees	900
Hospitality	200
Catalogue Printing	3,500
<b>Total</b>	<b>11,100</b>

### Additional Income\*

ABC Foundation*	1,000
Kickstarter fundraiser	2,000
<b>Total</b>	<b>3,000</b>

\*Indicate received or committed funding with an asterisk

<b>TOTAL PROJECT INCOME</b>	<b>14,100</b>
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## EXHIBITION EXPENSES

Art Shipping	1,500
Art Installation Fees	1,100
Hospitality	200
Catalogue Printing	3,500
Equipment Rental	500
Supplies	700
Travel	1,500
Professional Services	2,300
Other	0
Artist Honoraria (after expenses)	2,800
Additional Income (after expenses)	0
<b>TOTAL PROJECT EXPENSES</b>	<b>14,100</b>



## SOLO EXHIBITION OPEN CALL 2017 BUDGET WORKSHEET

Please itemize the amounts entered in *Equipment Rental*, *Professional Services* and/or *Other* line items:

### Equipment rental

Electric Scissor lift, 2 days @ \$175/day - \$350

Video camera & lights, 1 day - \$150

### Professional Services

Video and sound editing - \$800

Framing - \$1200

Printing - \$300

### Additional notes:

#### Art installation fees:

Estimating an extra day of art handler assistance needed: \$200 taken from Additional Income

#### Travel

Airfare, 2 round trips - \$600

Accommodation - \$900

Need help? Please consult the instructions and sample budget.