

Project Budget Example

Grants typically fund three basic types of grants: Project Support, General Operating Support, or Capital Support. SAGA will fund Project or Operational Support. All budgets are comprised of two basic lists: expenses (the money you want to spend) and income (the money you'll earn) for your proposal. Together, these two lists tell the story of your work with numbers, and should match your narrative.

Project Budget	
Project budget includes information related to your specific project goals, deliverables, features, functions, time, tasks, and ultimately costs. In other words, it is what needs to be achieved and the work that must be done to deliver a project.	
INCOME: In-Kind Support	
Professional fee	\$7,000.00
Assistant fees	\$500.00
Materials/ Supplies	\$200.00
Workspace rental: 6 weeks	\$600.00
Equipment rental: video equipment	\$100.00
Printing	\$400.00
Marketing	\$600.00
Airfare	\$600.00
Total	\$10,000.00
INCOME: Pending Funds and Sources	
Classes/ Workshops	\$200.00
Fundraiser: House party pending	\$50.00
Fundraiser: Kickstarter pending	\$200.00
Grant: XYZ Foundation	\$500.00
Sale of Work: \$300/ piece	\$300.00
Total	\$1,250.00
INCOME: Funds Committed and Sources	
Grant: ABC Foundation	\$250.00
Corporate Sponsor: Credit Union	\$500.00
Individual Donations	\$20.00
Total	\$770.00
EXPENSES: Funds Needed	
<i>Personnel items:</i>	
Artist fees	\$5,000.00
Assistant Fees	\$100.00
Professional Fees: Designer	\$180.00
Tech: Lighting	\$2,000.00
<i>Workspace:</i>	
Rent for rehearsal	\$600.00
Rent for performance	\$600.00
utilities	\$40.00
Liability insurance	\$1,050.00
<i>Materials and Supplies:</i>	
Office Supplies	\$250.00
Project Supplies	\$300.00
Documentation: videographer	\$600.00
Marketing/ Advertising	\$600.00
Postage	\$100.00
Travel for Director: Airfare	\$600.00
Total	\$12,020.00

General Volunteer time is \$23.07 per hour according to the federal rate.

Include donated goods and services that will support your project. Make sure they show up in your expenses, and in your narrative.

Unacceptable Expenses :

- *Reimbursements of any kind outside of the grant period
- *Taxes related to receiving your grant award
- *Re-granting or scholarships
- *Fees for residencies outside of the Spokane region
- *Tuition that generates credit

Most Grant Makers expect artists to be paid for their time, and it looks unprofessional if you are not planning to pay yourself.

If you wish, You can donate a portion of your time and include it in in-kind support.

SAGA does not require you to have a balanced budget for your project, or equal zero; however, it is best if you try.

Grant Request	\$10,000.00
INCOME: Total income from Pending Sources	\$1,250.00
INCOME: Total income from Committed source	\$770.00
Expenses: Total of all expenses	\$12,020.00
Difference between the INCOME and the EXPENSES	\$0.00

General Operating Support Example Budget

General Operating Support refers to a grant to support your day-to-day operations. This is also known as unrestricted or core support as it allows the grantee to use the funds to strengthen their own core work or to further their purpose as they see fit.

All budgets are comprised of two basic lists: expenses (the money you want to spend) and income (the money you'll earn) for your proposal. Together, these two lists tell the story of your work with numbers, and should match your narrative.

ANNUAL INCOME SOURCES

Classes/ Workshops	\$1,000.00
Grant Applications	\$3,000.00
Sale of Work	\$1,500.00
Corporate Sponsorships	\$1,500.00
Individual Donations	\$1,200.00
Major Donor	\$10,000.00
Nonprofit Board Contributions	\$500.00
Annual Dinner Event	\$7,400.00
Total	\$26,100.00

ANNUAL EXPENSES

<i>Personnel items:</i>	
Artist fees	\$8,000.00
Assistant Fees	\$100.00
Professional Fees: Designer	\$200.00
Tech: Lighting	\$2,000.00
<i>Workspace:</i>	
Rent for rehearsal	\$600.00
Rent for performance	\$600.00
utilities	\$5,000.00
Liability insurance	\$1,050.00
<i>Materials and Supplies:</i>	
Office Supplies	\$250.00
Project Supplies	\$3,000.00
Documentation: videographer	\$4,000.00
Marketing/ Advertising	\$600.00
Postage	\$100.00
Travel for Director: Airfare	\$600.00
Total	\$26,100.00

Unacceptable Expenses :

- *Reimbursements of any kind outside of the grant period
- *Taxes related to receiving your grant award
- *Re-granting or scholarships
- *Fees for residencies outside of the Spokane region
- *Tuition that generates credit

2017 ANNUAL BUDGET

Income	\$26,100.00
Expenses	\$26,100.00
Difference	\$0.00



*These examples are not actual budgets. SAGA applicants are responsible for their own budget requirements. Take this advice at your own risk.

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