

Community Arts Access Tier 2 Budget Form and Instructions

Download the budget form appropriate to the applicant's population. Complete and upload to the online application.

Matching Funds

- ✓ A 20% cash match is required of the total NDCA request amount. The total expenses must be \$5,000 or more in order to request \$4,000 from NDCA.
- ✓ Matching funds need to be a cash source other than NDCA and NEA or other Federal sources. Match sources may include general operating funds, past surpluses, other grants, cash, and earned income or revenue that is planned to be raised specifically for the project.

Calculation Tip:

To calculate 80% of the total project cash expenses, take the total expenses x .80.

Example 1: Total expenses are \$2,000. Take $\$2,000 \times .80 = \$1,600$. A maximum of \$1,600 can be requested from NDCA. The remaining \$400 is the 20% match.

Example 2: Total expenses are \$5,500. Take $\$5,500 \times .80 = \$4,400$. \$4,400 is larger than \$4,000 (the maximum amount that can be requested from NDCA). Include \$4,000 for the NDCA request amount.

Expenses

Organization Personnel	Includes administrative, artistic, and/or technical.
Outside Professional Services	Any contracted outside services, artistic and/or other.
Space Rental	Includes office, rehearsal, and performance spaces.
Travel	Includes lodging, per diem, and travel. North Dakota's meal per diem rate is \$45 per day. Travel includes ground travel, parking costs, gas expenses, and car rental. NDCA's gas reimbursement rate is \$.55 per mile.
Marketing and Advertising	Includes production and distribution costs of any publicity materials.
Other Project Expenses	Any expenses not covered in the above lines.

Income

Project Earned Income	Includes any income earned from the project.
Corporate Support	Includes donations from corporations and other businesses.
Foundation Support	Includes donations or awards from private foundations.
Other Private Support	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.
Government Support	<ul style="list-style-type: none"> • Federal (<i>Cannot use NEA or other Federal funds to match</i>) • State/Regional (<i>Do not include grants from NDCA</i>)

	<ul style="list-style-type: none"> Local - Includes city/county commissions and agencies, school boards, etc.
Other Revenue	Include any revenue not covered in any of the other lines.
Cash-on-Hand	Actual cash the applicant already possesses that is reserved for the project.
NDCA Grant Amount Requested	List the amount that is being requested from NDCA in support of the project. May not exceed \$4,000.

In-Kind

Organization Personnel	Includes administrative, artistic, and/or technical.
Outside Professional Services	Any contracted outside services.
Rental	
Travel	Includes per diem and lodging for travelers.
Marketing and Advertising	
Other Miscellaneous In-Kind	
TOTAL In-Kind	

- ✓ Do not record an in-kind contribution unless it would otherwise be purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity (*e.g., donated advertising, accommodations, space use, printing, or donated time and service*).
- ✓ The cash value of contributions should be based on fair market value of the goods and/or service. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate of \$7.25 per hour. For business professionals volunteering services (*e.g., event staff, grant writers, or marketing professionals*), use an hourly wage.

Community Arts Access FY27 Budget - Tier 2

Applicant Name	EXPENSES	Amount	Itemize
Itemize	Organization Personnel - Administrative		
Itemize	Organization Personnel - Artistic		
Itemize	Organization Personnel - Technical		
Itemize	Outside Professional Services - Artistic (e.g., Creek Band - \$2,500; Musician Jim Smith - \$300)		
Itemize	Outside Professional Services - Other (e.g., Sound and lighting set up and takedown - \$500 (5 hrs x \$100); Marketing professional - \$200 (10 hrs x \$20))		
Itemize	Space Rental (e.g., Pubic Library room rental - \$160 (\$20 per hr x 8 hrs))		
Itemize	Travel (e.g., Artist travel - \$88 (80 miles x \$.55 per mile x 2 trips); Per diem - \$90 (\$45 x 2 days); Hotel - \$290 (2 nights x \$145))		
Itemize	Other Project Expenses (e.g., Fair Supplies -\$550; Costumes - \$500)		
	Marketing and Advertising		
	Total Expenses		(Total income and expenses must match.)

	INCOME	Amount	Itemize (Indicate if pending or committed)
Itemize	Project Earned Income (e.g., Admissions -\$4000 (\$20 x 200 tickets) - pending)		
Itemize	Corporate Support (e.g., Gateway Bank - \$800 - committed)		
Itemize	Foundation Support (e.g., Joe Smith Endowment Fund - \$500 - committed)		
Itemize	Other Private Support (e.g., Private Donors - \$1,500 - pending)		
Itemize	Government Support - Federal (Cannot use NEA or other federal funds toward the match)		
Itemize	Government Support - State/Regional (e.g., State Historical Society of ND - \$900 - committed)		
Itemize	Government Support - Local (e.g., Rolla Visitors Bureau - \$500 - committed)		
Itemize	Other Revenue		
	Cash-on-Hand		
	NDCA Grant Amount Requested (May not exceed \$4,000.)		
	Total Income		(Total income and expenses must match.)

	IN KIND	Amount	Itemize
<i>Itemize</i>	Organization Personnel - Administrative		
<i>Itemize</i>	Organization Personnel - Artistic		
<i>Itemize</i>	Organization Personnel - Technical		
<i>Itemize</i>	Outside Professional Services - Artistic		
<i>Itemize</i>	Outside Professional Services - Other (e.g., Marketing professional - \$200 (\$25 x 8 hrs); Exhibit setup - \$150 (\$25 x 6 hrs))		
<i>Itemize</i>	Rental (e.g., VFW room rental - 1 week - \$3,000)		
<i>Itemize</i>	Travel (e.g., Local lodging for hired artist - \$290 (2 nights x \$145))		
<i>Itemize</i>	Marketing and Advertising (e.g., Radio advertisements - \$200; magazine advertisement - \$300)		
<i>Itemize</i>	Other Miscellaneous In-Kind (e.g., Exhibit set up - \$218 (\$7.25 per hr x 5 volunteers x 6 hrs each))		
	Total In-Kind		