

Special Projects Budget Instructions

Enter budget expenses, income, and in-kind amounts into the Special Projects online grant application.

Matching Funds

- ✓ A 20% cash match is required of the total NDCA request amount. The total expenses must be \$1,200 or more in order to request \$1,500.
- ✓ Matching funds need to be a cash source other than the NDCA and National Endowment for the Arts or other federal sources. Match sources may include general operating funds, past surpluses, other grants, and cash.

Expense	
Organizational Personnel	Includes Administrative, Artistic and Technical expenses.
Outside Professional Services	Any contracted outside service. Includes fees for professional consultants, advisors, and/or teaching artists.
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 lines above. (<i>Examples: art supplies, conference banquet tickets, conference notes</i>)

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 – Federal, State, or Local	<ul style="list-style-type: none"> • Federal (Cannot use NEA funds or other federal funds to matching funds) • State/Regional (Do not include grants from NDCA) • Local - Includes city or county commissions and agencies, local school boards, etc.
Other Revenue	Includes any revenue not covered in any of the other lines.
Applicant Cash-on-Hand	Actual cash the applicant already possess that is not reserved for the project.

Allowable In-Kind Income Toward the Match	May not exceed \$1,200.
Amount Requested from NDCA	List the amount that is being requested from NDCA in support of the project. May not exceed \$1,500.

In-Kind	
Organizational Personnel	Includes administrative, artistic, and or technical.
Outside Personnel	Includes administrative, artistic, and or technical.
Rental	Include any revenue not covered in lines above.
Travel	Includes per diem and lodging for travelers.
Marketing and Advertising	
Other Miscellaneous In-Kind	
TOTAL In-Kind	If claiming in-kind as part of the match, the total must be at least match or be greater than the amount included in the

- 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 (eg., donated advertising, accommodations, space use, printing, or donated time and services).
- The cash value of contributions should be based on fair market value of the good and/or service. When calculating the in-kind value of volunteer time, use of North Dakota minimum wage rate of \$7.25 per hour. For business professionals volunteering services (eg., event staff, grant writers, or marketing professionals) use an hourly wage.