

## Professional Development Budget Instructions

Enter budget expenses and income amounts into the Professional Development online grant application.

### Budget Explanatory Notes *(Required) (1,000 maximum characters)*

Provide information about any activity costs that will be included for free or at a reduced rate. Example: A discount for early registration at a conference, meals included as part of the events fee, and/or lodging provided by a friend. If not applicable, write N/A.

### 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 \$1,000.
- ✓ 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.

#### Calculation Tip:

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

**Example 1:** Total expenses are \$800. Take  $\$800 \times .80 = \$640$ . A maximum of \$640 can be requested from NDCA. The remaining \$160 is the 20% match.

**Example 2:** Total expenses are \$1,250. Take  $\$1,250 \times .80 = \$1,000$ . A maximum of \$1,000 can be requested from NDCA. The remaining \$250 is the 20% match.

Expense	
<b>Outside Professional Services</b>	Includes fees for professional consultants, advisors, and/or teaching artists.
<b>Registration or Participation Fee</b>	Include the total fee for attending an event, such as conference, seminar, workshop/class, or residency. <b>Note: NDCA funds cannot be used toward membership fees.</b>
<b>Travel - Transportation</b>	Includes ground travel, parking costs, gas expenses, and car rental. <b>NDCA's gas reimbursement rate is \$.55 per mile.</b>

<b>Travel - Lodging</b>	Include the total amount for lodging.
<b>Travel - Per diem</b>	<ul style="list-style-type: none"> <li>• For proposed activities that are in ND, include ND's meal per diem rate of \$45 per day</li> <li>• For per diem rates outside of ND, but within the US, visit the GSA website at <a href="http://gsa.gov">gsa.gov</a> for per diem rates.</li> <li>• For per diem rates outside of the United States, visit the U.S. Department of State website at <a href="http://aoprals.state.gov/web920/per_diem.asp">aoprals.state.gov/web920/per_diem.asp</a></li> </ul>
<b>Space Rental</b>	Includes space rental costs for meetings and workshops.
<b>Other Project Expenses</b>	Any expenses not covered in lines above. ( <i>Examples: art supplies, conference banquet tickets, conference notes</i> )

<b>Income</b>	
<b>Organizational Funds</b>	
<b>Government Support – Federal, State, or Local</b>	<ul style="list-style-type: none"> <li>• Federal (Cannot use NEA funds for matching funds)</li> <li>• State/Regional (Do not include grants from NDCA)</li> <li>• Local - Includes city or county commissions and agencies and local school boards.</li> </ul>
<b>Other Revenue</b>	Include any revenue not covered in lines above.
<b>Applicant Cash-on-Hand</b>	Actual cash applicant already possesses in a savings or checking account and has reserved for the activity described.
<b>Amount Requested from NDCA</b>	List the amount that is being requested from NDCA in support of the project. <b>May not exceed \$1,000</b> or 80% of total project costs.