

## Accessibility Grant Budget Form and Instructions

Download the budget form on the Accessibility Grant webpage. Complete and upload to the online application. Provide a thorough budget that clearly supports the actions that have been described in the narrative.

### Expenses

<b>Organization Personnel</b>	Includes administrative, artistic, and/or technical.
<b>Outside Professional Services</b>	Any contracted outside services, artistic and/or other.
<b>Disabled Artist Compensation</b>	Includes amounts paid to disabled artists for project activities.
<b>Space Rental</b>	Includes office, rehearsal, and performance spaces.
<b>Travel</b>	Includes lodging, per diem, and travel. <b>North Dakota's meal per diem rate is \$45 per day.</b> Travel includes ground travel, parking costs, gas expenses, and car rental. <b>NDCA's gas reimbursement rate is \$.55 per mile.</b>
<b>Materials and Supplies</b>	Include costs of items used in the creation or delivery of the project. <i>Examples: plaques/accessibility signage, materials used to make tactile pieces to represent sculptures or theater sets, etc.</i>
<b>Marketing and Advertising</b>	Includes expenses specifically identified with promoting or publicizing the project. <i>Examples: advertising, printing and mailing brochures, flyers, programs.</i>
<b>Equipment Purchase</b>	Includes payments for the purchase of equipment essential for the project. <b>The total amount requested to purchase equipment must be less than \$5,000.</b> <i>Examples: purchase of assistive technology such as directional mics connected to headsets, monitors for captions, etc.</i>
<b>Equipment Rental</b>	Includes rental of equipment essential for the project.
<b>Other Project Expenses</b>	Any expenses not covered in lines above. <i>Examples: documentation, software, workshop fees, evaluation, permits, costs to ensure accessibility.</i>

### Income

<b>Project Earned Income</b>	Includes any income earned from the project.
<b>Corporate Support</b>	Includes donations from corporations and other businesses.
<b>Foundation Support</b>	Includes donations or awards from private foundations.
<b>Other Private Support</b>	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.
<b>Government Support</b>	<ul style="list-style-type: none"> <li>Federal</li> </ul>

	<ul style="list-style-type: none"> <li>• State/Regional (do not include grants from NDCA)</li> <li>• Local - Includes city/county commissions and agencies, school boards, etc.</li> </ul>
<b>Other Revenue</b>	Include any revenue not covered in any of the other lines.
<b>Cash-on-Hand</b>	Actual cash the applicant already possesses that is reserved for the project.
<b>NDCA Grant Amount Requested</b>	List the amount that is being requested from NDCA in support of the project. May not exceed \$2,000.

**Accessibility Grant FY26 Budget**

Applicant Name	EXPENSES	Amount	Itemize
Itemize	Organization Personnel - Administrative		
Itemize	Organization Personnel - Artistic		
Itemize	Organization Personnel - Technical		
Itemize	Outside Professional Services - Artistic <i>(Examples: Creek Band - \$2,500; Musician Jim Smith - \$125)</i>		
Itemize	Outside Professional Services - Other <i>(Example: Sound and lighting set up and takedown - \$500 (5hrs x \$100))</i>		
Itemize	Disabled Artist Compensation		
Itemize	Space Rental <i>(Example: Pubic Library Rental - \$100 (\$10 per hr x 10 hrs))</i>		
Itemize	Travel <i>(Example: Artist Travel - 50 miles - \$45 (\$1.45 per mile x 2 trips); Artist Per Diem - \$70 (\$35 x 2 days))</i>		
Itemize	Materials and Supplies <i>(Example: Signage - \$350)</i>		
	Marketing and Advertising		
Itemize	Equipment Purchase <i>(Example: Monitors for captioning - \$500) (Must be less than \$5,000)</i>		
Itemize	Equipment Rental		
Itemize	Other Project Expenses <i>(Example: Workshop fees - \$300; Permits - \$250)</i>		
	<b>Total Expenses</b>		<i>(Total income and expenses must match.)</i>

	INCOME	Amount	Itemize <i>(Indicate if pending or committed)</i>
Itemize	Project Earned Income <i>(Example: Admissions - \$700 (\$10 x 700 tickets) - pending)</i>		
Itemize	Corporate Support <i>(Example: Gate City Bank - \$700 - committed)</i>		
Itemize	Foundation Support <i>(Example: Joe Smith Endowment Fund - \$500 - committed)</i>		
Itemize	Other Private Support <i>(Example: Private Donors - \$1,500 - pending)</i>		
Itemize	Government Support - Federal <i>(Cannot use NEA funds towards the match)</i>		
Itemize	Government Support - State/Regional <i>(Example: State Historical Society of ND - \$1,000 - committed)</i>		
Itemize	Government Support - Local <i>(Example: Rugby Visitors Bureau - \$500 - committed)</i>		

<i>Itemize</i>	<b>Other Revenue</b>		
	<b>Cash-on-Hand</b>		
	<b>NDCA Grant Amount Requested</b> <i>(May not exceed \$2,000.)</i>		
	<b>Total Income</b>		<i>(Total income and expenses must match.)</i>

	<b>IN KIND</b>	<b>Amount</b>	<b>Itemize</b>
<i>Itemize</i>	<b>Organization Personnel - Administrative</b>		
<i>Itemize</i>	<b>Organization Personnel - Artistic</b>		
<i>Itemize</i>	<b>Organization Personnel - Technical</b>		
<i>Itemize</i>	<b>Outside Professional Services - Artistic</b>		
<i>Itemize</i>	<b>Outside Professional Services - Other</b> <i>(Example: Marketing professional - \$200 (10 hrs x \$20); Exhibition setup - \$300 (20 hrs x \$15))</i>		
<i>Itemize</i>	<b>Rental</b> <i>(Example: VFW room rental - (1 week - \$3,000))</i>		
<i>Itemize</i>	<b>Travel</b> <i>(Example: Hotel Lodging for hired artist - \$200 (2 nights x \$100))</i>		
<i>Itemize</i>	<b>Marketing and Advertising</b> <i>(Example: Radio advertisements - \$300; magazine advertisement - \$500)</i>		
<i>Itemize</i>	<b>Other Miscellaneous In-Kind</b> <i>(Example: Exhibit set up 10 volunteers - \$1,088 (150 total volunteer hrs x \$7.25))</i>		
	<b>Total In-Kind</b>		