

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

Organization Personnel	Includes administrative, artistic, and/or technical.
Outside Professional Services	Any contracted outside services, artistic and/or other.
Disabled Artist Compensation	Includes amounts paid to disabled artists for project activities.
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.
Materials and Supplies	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>
Marketing and Advertising	Includes expenses specifically identified with promoting or publicizing the project. <i>Examples: advertising, printing and mailing brochures, flyers, programs.</i>
Equipment Purchase	Includes payments for the purchase of equipment essential for the project. The total amount requested to purchase equipment must be less than \$5,000. <i>Examples: purchase of assistive technology such as directional mics connected to headsets, monitors for captions, etc.</i>
Equipment Rental	Includes rental of equipment essential for the project.
Other Project Expenses	Any expenses not covered in lines above. <i>Examples: documentation, software, workshop fees, evaluation, permits, costs to ensure accessibility.</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	<ul style="list-style-type: none"> Federal

	<ul style="list-style-type: none"> • State/Regional (do not include grants from NDCA) • 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 \$2,000.

Accessibility Grant FY25 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>		
	Total Expenses		<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>(Can not 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>	Other Revenue		
	Cash-on-Hand		
	NDCA Grant Amount Requested <i>(May not exceed \$2,000.)</i>		
	Total Income		<i>(Total income and expenses must match.)</i>

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