

Arts in Education Collaboration Project Budget Form and Instructions

Download the budget form. Complete and upload to the online application.

- ✓ Provide all the expenses and income related to the project, not just the portion of the project for which the applicant is requesting from the NDCA.
- ✓ Any expenses for items such as supplies, performances, and/or student tickets should generally comprise a modest percentage of the overall budget.
- ✓ No one individual should receive more than **70% of the total project expenses**. The proposal should ideally involve a number of different arts education strategies and providers.
- ✓ For matching fund guidelines, refer to the “Program Overview” under “Grant Award Amount.”

Rates of Pay

Project teaching artists must be paid a minimum salary of \$30 per hour. Teaching artists from the NDCA’s Roster of Teaching Artists will generally expect an average rate of \$40 to \$60 per hour. Appropriate rates will vary based on the artist’s experience and location of the program. For teaching artists, consider compensation for planning meetings and preparation time. Consultants, artists, and performance groups should be paid their usual rate and should not be expected to donate time to the project.

Expenses	
Administrative Fee	May not exceed more than 10% of NDCA grant amount request.
Professional Fees	Include fees for consultants, teaching artists, and any other additional professional services related to the project, including travel expenses.
Materials, Resources, and Supplies	Include the total amount for all materials, resources, and supplies that will be purchased in support of the project.
Space Rental	Include the total amount of rental costs for meeting rooms, lessons, workshops, and/or performance spaces.
Additional Expenses	Include the total amount for any other expenses that are directly related to implementing the goals and objectives of the proposed project. (<i>e.g., project-related field trips, performance tickets, transportation such as buses</i>).

Income	
Other Grant Funds	Include any combination of other grant funds. (Cannot use grants from NDCA and NEA or other federal funds to match.)
Allowable In-Kind Toward the Match	May not exceed \$3,000.
Cash-on-Hand	Actual cash applicant already possesses in a savings or checking account and has reserved for the activity described.
NDCA Grant Amount Requested	List the amount that is being requested from NDCA in support of the project. May not exceed \$6,000.

In-Kind	
In-Kind	<ul style="list-style-type: none"> Do not record an in-kind contribution unless it would otherwise have been purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity (<i>e.g., teacher salaries for out-of-classroom time spent on the project, project-related substitute teachers, administrative support time, volunteers, and/or supplies</i>). The cash value of contributions should be based on fair market value of the goods and/or services. 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 (<i>e.g., event staff, grant writers, or marketing professionals</i>), use an hourly wage.
TOTAL In-Kind	<i>If claiming in-kind as part of the match, the total must match or be greater than the amount included in the "Allowable In-Kind Toward the Match" budget category.</i>

Applicant Name_____

Arts in Education Collaboration FY25 Budget

EXPENSES	Amount	
Administrative Fee	_____	
Professional Fees	_____	
Materials, Resources, and Supplies	_____	
Space Rental	_____	
Additional Expenses (specify)		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total Expenses	_____	(The total is automatically calculated.)
(Total income and expenses must match.)		

INCOME	Amount	
Other Grant Funds (specify)		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Cash Match	_____	
Allowable In-Kind Towards the Match	_____	(May not exceed \$3,000)
Amount Requested from NDCA	_____	(May not exceed \$6,000.)
Total Income	_____	(The total is automatically calculated.)
(Total income and expenses must match.)		

IN KIND

Projects may, but are not required to, have in-kind donations. Include ALL in-kind contributions here. This also includes any amount listed in the "Allowable In-Kind Toward the Match" categories in the budget. **If claiming in-kind as part of the match, the total amount in this section must match or be greater than the amount included in the "Allowable In-Kind Toward the Match" categories in the budget.**

In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc., donated. Do not record an in-kind donation unless it would otherwise have been purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate. Some examples include donated services such as teacher salaries for out-of-classroom time spent on the project, project-related substitute teachers, administrative support time, volunteers, or supplies provided for the project.

[illegible]