

Artist in Residence Budget Form and Instructions

Download the budget form and upload to the online application.

- ✓ **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.

Expenses	
Artist Fee	
Lodging	
Per diem	North Dakota’s per diem rate is \$45 per day.
Travel	Includes ground travel, parking costs, flights, gas expenses, and car rental. NDCA’s reimbursement rate for gas is \$.55 cents per mile.
Supplies and Materials	Include the total amount for all materials and supplies that will be purchased in support of the project.
Other (must be itemized) <i>Sample Description: Bus Expenses for Project Related Field Trip - \$200; Space Rental - 3 hrs x \$100 = \$300</i>	Include the total amount for any other expenses that are directly related to implementing the goals and objectives of the proposed project.

Income	
Applicant Cash-on-Hand	Actual cash applicant already possesses in a savings or checking account that is reserved for project.
Other Grants (must be itemized)	Include any combination of other grant funds. (Cannot use grants from NDCA and NEA or other federal funds to match.)
PTO Funds/Other Donated Funds	Include total amount of PTO or other donated funds.
NDCA Grant Amount Requested	May not exceed \$2,500.

In-Kind	
In-Kind (must be itemized) <i>Sample Description: Artist Lodging: Hilton Hotel - 5 nights x \$150= \$750; Artist Meals: Lunch - 5 days x \$10 = \$50</i>	<p>Projects may, but are not required to, have in-kind contributions. Though in-kind may not be used towards the match, in-kind contributions are listed so the panel can learn about additional community support.</p> <ul style="list-style-type: none"> • If a portion of the total artist’s fee is provided as in-kind, such as meals or lodging, the amount provided as in-kind may not be used as an expense and must be subtracted from the artist’s total fee.

	<ul style="list-style-type: none">• 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 goods and services 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 of \$7.25 per hour.
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Artist in Residence - FY25 Budget

EXPENSES	Amount
Artist Fee	
Lodging	
Per-diem	
Travel	
Supplies and Materials	
Other (specify)	
Total Expenses	
(Total income and expenses must match.)	(The total is automatically calculated.)

INCOME	Amount
Other Grant Funds (specify)	
Applicant Cash-on-Hand	
PTO Funds/Other Donated Funds	
Amount Requested from NDCA	
	(May not exceed \$2,500.)
Total Income	
(Total income and expenses must match.)	(The total is automatically calculated.)

IN KIND

Projects may, but are not required to, have in-kind contributions. If a portion of the total artist's fee is provided as in-kind, such as meals or lodging, the amount provided as in-kind may not be used as an expense and must be subtracted from the artist's total fee. 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.

In Kind	Amount
Total In-kind	