

Artist in Residence Budget Form and Instructions

Download the budget form and upload to the online application.

Matching Fund Guidelines: Refer to the “Grant Award Amount” section of the “Program Overview” to determine matching funds based on school type and artist residency status.

- **Title 1 and/or 21st Century Schools**
 - ND Teaching Artist: May request up to \$3,000 or 90% of the total project cost, whichever is less. A minimum 10% cash match is required.
 - Out-of-State Teaching Artist: May request up to \$2,500 or 80% of the total project cost, whichever is less. A minimum 20% cash match is required.
- **Non-Title 1 and/or Non-21st Century Schools**
 - ND Teaching Artist: May request up to \$3,000 or 70% of the total project cost, whichever is less. A minimum 30% cash match is required.
 - Out-of-State Teaching Artist: May request up to \$2,500 or 50% of the total project cost, whichever is less. A minimum 50% cash match is required.

Note: Out-of-state artists residing within 50 miles of the North Dakota border may be considered under the North Dakota Teaching Artist category.

Matching Funds

Matching funds must come from a cash source other than NDCA or the National Endowment for the Arts (NEA). Acceptable sources may include:

- School budgets (e.g., adding Artist in Residence programming to the general budget)
- Parent-Teacher Organizations (PTO/PTA) funds
- Foundations or other grants
- Donations
- Earned revenue

Rates of Pay

- An artist’s fee is determined by the artist.
- NDCA suggests a minimum rate of \$30 per hour, but NDCA Roster Artists typically charge between \$40 and \$60 per hour (or more), depending on their experience, training, and expertise.
- Applicants should consult with the artist when developing their project budget to ensure appropriate compensation

Expenses

This section outlines all costs associated with the residency project.

Key Notes:

- All expenses must be directly related to the residency and incurred withing the project start and end dates.
- All costs should be reasonable and based on actual needs.
- **The total expenses must match the total income.**

Applicants should itemize expenses where applicable and ensure their budget aligns with the grant award limits and matching fund requirements.

Expenses	
Category	Description
Artist Fee	Consult with the artist when budgeting. Specify total hours and hourly rate.
Lodging	If applicable, specify hotel and cost per night.
Per diem	North Dakota's per diem rate is \$45 per day.
Travel	Includes mileage, parking, flights, car rental, and gas. NDCA's reimbursement rate for gas is \$.55 cents per mile.
Supplies and Materials	Total amount for all purchased project materials.
Other (must be itemized) <i>Sample Description: Bus Costs for 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

This section documents all sources of funding that support the residency project. **Total income must be equal to total expenses**, ensuring that the project is fully funded.

Key Notes:

- NDCA grant funds cannot exceed the maximum allowable request based on school type and artist residency status.
- Matching funds must be from a cash source other than NDCA or NEA.
- Schools and organizations should include all secured and anticipated funding.
- In-kind contributions are listed separately and do not count toward cash match.

Income	
Category	Description
Applicant Cash-on-Hand	Cash already set aside for the project.
Other Grant funds (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 from PTO, school budget, or other donations.
NDCA Grant Amount Requested	May not exceed:

	<ul style="list-style-type: none"> • \$3,000 for eligible Title 1/21st Century Schools (ND artists) • \$2500 for out-of-state artists or non-Title 1 schools
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School Investment (Not Included in Cash Match or NDCA Request)

This section helps NDCA and stakeholders understand the full financial commitment from the school/organization beyond the required cash match. These costs represent resources the school is already paying for that contribute to the success of the residency.

Note: These amounts do not count toward the required cash match and should not be duplicated in in-kind contributions.

School/Applicant Investment	
Category	Description
Salary Investment	The estimated cost of teachers, administrators, or other paid staff participating in residency planning, implementation, or final reporting.
Classroom Teacher(s)	Example: 10 hrs. x 35/hour = \$350
Principal and/or admin support	5 hrs. x 45/hour = \$255
Other staff	Custodial staff: 2 hrs. x 25/hour = \$50
Non-salary Investment	Estimated value of school-owned spaces or resources used for the residency.
Classroom Space	5 days x \$100/day = \$500
Gym rental equivalent	1 day x \$300/day = \$300

In-Kind Contributions (Optional, but Encouraged)

Projects may include in-kind contributions to reflect community support, though in-kind may not be used as part of the required cash match.

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 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.

In-Kind	
Category	Description
In-Kind (must be itemized)	<p>Example: Artist lodging: Hilton Hotel - 5 nights x \$150 = \$750.</p> <p>Artist meals: Lunch - 5 days x \$10 = \$50.</p>

Artist in Residence - FY26 Budget	
EXPENSES	Amount
Artist Fee:	
Lodging:	
Per-diem:	
Travel:	
Supplies and Materials:	
Other (specify):	
Total Expenses:	
	Total Expenses and Income Must Match

Income	Amount
Other Grant Funds: (must be itemized)	
Applicant Cash-on-Hand:	
PTO Funds/Other Donated Funds:	
NDCA Grant Amount Requested:	
Total Income:	
	Total Expenses and Income Must Match

School / Applicant Investment	Amount
Salary Investment	
Classroom Teacher(s):	
Principal and/or admin support:	
Other staff:	
Non-salary Investment	
Classroom Space:	
Gym rental equivalent:	
Other Equipment: (specify)	
Total School / Applicant Investment:	

In-Kind	Amount
Volunteer(s)	
Material(s)	
Lodging	
Meals	
Other	
Total In-Kind:	