

**Community Arts Access FY24 Budget - Tier 1**

Applicant Name			
	EXPENSES	Amount	Itemize
Itemize	Organization Personnel - Administrative		
Itemize	Organization Personnel - Artistic		
Itemize	Organization Personnel - Technical		
Itemize	Outside Professional Services - Artistic <i>(Example: 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	Space Rental <i>(Example: Pubic Library Rental - \$100 (\$10 per hr x 10 hrs))</i>		
Itemize	Travel <i>(Example: Artist Travel - 50 miles - \$45 (\$.50 per mile x 2 trips); Artist Per Diem - \$70 (\$35 x 2 days))</i>		
Itemize	Other Project Expenses <i>(Example: Fair Supplies - \$550; Fiscal Sponsor Fee - \$300)</i>		
	Marketing and Advertising		
	<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>(Can not use NEA or federal 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>		
Itemize	Other Revenue		
	Cash-on-Hand		
	Allowable In-Kind Towards the Match <i>(May not exceed \$500.)</i>		
	NDCA Grant Amount Requested <i>(May not exceed \$4,000)</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>		<b>Note: If claiming in-kind as part of the match, the total in-kind here must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" category in the income section.</b>