

## Community Arts Access Tier 1 Budget Form and Instructions

Download the budget form appropriate to the applicant's population. Complete and upload to the online application.

### Matching Funds

- ✓ A 25% cash match is required of the total NDCA request amount. The total expenses must be \$5,334 or more in order to request \$4,000 from NDCA.
- ✓ Matching funds need to be a cash source other than from NDCA and NEA or other federal sources. Match sources may include general operating funds, past surpluses, other grants, cash, and earned income or revenue that is planned to be raised specifically for the project.
- ✓ **For Tier 1 applicants only**, the matching funds may include documented in-kind services and contributions; however, these cannot be more than 50% of the total match. *Example:* If the request from NDCA is for \$4,000, the in-kind match cannot exceed \$500.

### Calculation Tip:

To calculate 75% of the total project cash expenses, take the total expenses x .75.

**Example 1:** Total expenses are \$2,000. Take  $\$2,000 \times .75 = \$1,500$ . A maximum of \$1,500 can be requested from NDCA. The remaining \$500 is the 25% match.

**Example 2:** Total expenses are \$5,500. Take  $\$5,500 \times .75 = \$4,125$ . \$4,125 is larger than \$4,000 (the maximum amount that can be requested from NDCA). Include \$4,000 for the NDCA request amount.

### Expenses

<b>Organization Personnel</b>	Includes administrative, artistic, and/or technical.
<b>Outside Professional Services</b>	Any contracted outside services, artistic and/or other.
<b>Space Rental</b>	Includes office, rehearsal, and performance spaces.
<b>Travel</b>	Includes lodging, per diem, and travel. <b>North Dakota's meal per diem rate is \$45 per day.</b> Travel includes ground travel, parking costs, gas expenses, and car rental. <b>NDCA's gas reimbursement rate is \$.55 per mile.</b>
<b>Marketing and Advertising</b>	Includes production and distribution costs of any publicity materials.
<b>Other Project Expenses</b>	Any expenses not covered in the above lines.

### Income

<b>Project Earned Income</b>	Includes any income earned from the project.
<b>Corporate Support</b>	Includes donations from corporations and other businesses.
<b>Foundation Support</b>	Includes donations or awards from private foundations.
<b>Other Private Support</b>	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.

<b>Government Support</b>	<ul style="list-style-type: none"> <li>• Federal (<i>Cannot use NEA or other Federal funds to match</i>)</li> <li>• State/Regional (<i>Do not include grants from NDCA</i>)</li> <li>• Local - Includes city/county commissions and agencies, school boards, etc.</li> </ul>
<b>Other Revenue</b>	Include any revenue not covered in any of the other lines.
<b>Cash-on-Hand</b>	Actual cash the applicant already possesses that is reserved for the project.
<b>Allowable In-Kind Income Toward the Match (Tier 1 only)</b>	May not exceed \$500 (Tier 1 only).
<b>NDCA Grant Amount Requested</b>	List the amount that is being requested from NDCA in support of the project. May not exceed \$4,000.

#### In-Kind

<b>Organization Personnel</b>	Includes administrative, artistic, and/or technical.
<b>Outside Professional Services</b>	Any contracted outside services.
<b>Rental</b>	
<b>Travel</b>	Includes per diem and lodging for travelers.
<b>Marketing and Advertising</b>	
<b>Other Miscellaneous In-Kind</b>	
<b>TOTAL In-Kind</b>	<b><i>Tier 1 only: If claiming in-kind as part of the match, the total must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" budget category.</i></b>

- ✓ Do not record an in-kind contribution unless it would otherwise be purchased for the project or programming. In-kind contributions include the value of goods and services donated to the activity (*e.g., donated advertising, accommodations, space use, printing, or donated time and service*).
- ✓ The cash value of contributions should be based on fair market value of the goods and/or service. 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 (*e.g., event staff, grant writers, or marketing professionals*), use an hourly wage.

**Community Arts Access FY26 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 - \$55 (\$.55 per mile x 2 trips); Artist Per Diem - \$70 (\$35 x 2 days)</i>		
Itemize	Other Project Expenses <i>(Example: Fair Supplies - \$550)</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 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 Toward 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>

	IN KIND	Amount	Itemize
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Itemize	Organization Personnel - Administrative		
Itemize	Organization Personnel - Artistic		
Itemize	Organization Personnel - Technical		
Itemize	Outside Professional Services - Artistic		
Itemize	Outside Professional Services - Other (Example: Marketing professional - \$200 (10 hrs x \$20); Exhibition setup - \$300 (20 hrs x \$15))		
Itemize	Rental (Example: VFW room rental - (1 week - \$3,000))		
Itemize	Travel (Example: Hotel Lodging for hired artist - \$200 (2 nights x \$100))		
Itemize	Marketing and Advertising (Example: Radio advertisements - \$300; magazine advertisement - \$500)		
Itemize	Other Miscellaneous In-Kind (Example: Exhibit set up 10 volunteers - \$1,088 (150 total volunteer hrs x \$7.25))		
	<b>Total In-Kind</b>		<b>Note:</b> If claiming in-kind as part of the match, the total in-kind here <b>must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match"</b> category in the income section.