

## Individual Artist Fellowship Budget Form and Instructions

Download the budget form from the Individual Artist Fellowship webpage.

Complete and upload to the online application. Provide a thorough budget that clearly supports the actions that have been described in the narrative.

### Expenses

<b>Artist Compensation</b>	Includes amounts paid to the artist(s) for project activities.
<b>Other Project Personnel</b>	Includes compensation paid to all related artist and non-artist personnel for project activities. <i>Examples: performers, installer, exhibition coordinator, lighting tech, stage crew.</i>
<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>Rent</b>	Includes payments for use of space that is directly related to and necessary for the specific project. <i>Examples: payments for rental of rehearsal space, theater, hall, gallery, studio.</i>
<b>Materials and Supplies</b>	Include costs of items used in the creation or delivery of the project. <i>Examples: fabric, rehearsal CDs, DVDs, art supplies, etc.</i>
<b>Promotion and Marketing</b>	Includes expenses specifically identified with promoting or publicizing the project. <i>Examples: advertising, printing and mailing brochures, flyers, programs.</i>
<b>Equipment Purchase</b>	Includes payments for the purchase of equipment essential for the project. <b>The total amount requested to purchase equipment must be less than \$5,000.</b> <i>Examples: purchase of musical instruments, cameras, kiln, etc.</i>
<b>Equipment Rental</b>	Includes rental of equipment essential for the project.
<b>Other</b>	Includes any other expense necessary to successfully carry out the project. <i>Examples: documentation, software, workshop fees, evaluation, permits, costs to ensure accessibility.</i>

## Income

<b>Project Earned Income</b>	Includes any income earned through fees or sales related to the proposed project. This may include admission fees, merchandise sales, fees for service, concessions, sales of artworks, etc.
<b>Other Income</b>	Other income includes individual donations, grants from foundations, corporations, local governments, or the federal government other than the National Endowment for the Arts and North Dakota Council on the Arts.
<b>Applicant Cash</b>	Actual cash the applicant already possesses that is reserved for the project.
<b>NDCA Grant Amount Request</b>	List the amount that is being requested from NDCA in support of the project. <b>May not exceed \$5,000.</b>

## Individual Artist Fellowship - FY25 Budget

Applicant Name		
EXPENSES	Amount	Itemize
<b>Artist Compensation</b> (e.g. Research and studio time 100 hours @ \$30/hr = \$3,000)		
<b>Other Project Personnel</b> (e.g. Lighting tech \$300; one stage crew \$300)		
<b>Travel</b> (e.g. 500 miles @ .55/mile = \$275; per diem 3 days @ \$45 per day = \$135)		
<b>Rent</b> (e.g. Theater rental \$500)		
<b>Materials and Supplies</b> (e.g. Fabric \$500; rehearsal CDs \$100)		
<b>Promotion and Marketing</b> (e.g. Advertising \$700; postage \$300; printing \$500)		
<b>Equipment Purchase</b> (e.g. XYZ sound system \$1,000)		
<b>Equipment Rental</b> (e.g. Lighting instruments and control board \$750)		
<b>Other</b>		
<b>Total Expenses</b>		
(Total income and expenses must match.)		
INCOME	Amount	Itemize (Indicate if an item is committed or pending)
<b>Project Earned Income</b> (e.g. 50 tickets @ \$10/each = \$500 - pending)		
<b>Other Income</b> (e.g. Kickstarter campaign \$1,000 - pending)		
<b>Applicant Cash</b> (e.g. Personal savings \$1,000 - committed)		
<b>NDCA Grant Amount Request</b> (May not exceed \$5,000)		
<b>Total Income</b>		
(Total income and expenses must match.)		