

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	
Artist Compensation	Includes amounts paid to the artist(s) for project activities.
Other Project Personnel	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>
Travel	Includes lodging, per diem, and travel. North Dakota's meal per diem rate is \$45 per day. Travel includes ground travel, parking costs, gas expenses, and car rental. NDCA's gas reimbursement rate is \$.55 per mile.
Rent	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>
Materials and Supplies	Include costs of items used in the creation or delivery of the project. <i>Examples: fabric, rehearsal CDs, DVDs, art supplies, etc.</i>
Promotion and Marketing	Includes expenses specifically identified with promoting or publicizing the project. <i>Examples: advertising, printing and mailing brochures, flyers, programs.</i>
Equipment Purchase	Includes payments for the purchase of equipment essential for the project. The total amount requested to purchase equipment must be less than \$5,000. <i>Examples: purchase of musical instruments, cameras, kiln, etc.</i>
Equipment Rental	Includes rental of equipment essential for the project.
Other	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

Project Earned Income	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.
Other Income	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.
Applicant Cash	Actual cash the applicant already possesses that is reserved for the project.
NDCA Grant Amount Request	List the amount that is being requested from NDCA in support of the project. May not exceed \$5,000.

Individual Artist Fellowship - FY25 Budget

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