

Professional Development Budget Form and Instructions

Download the budget form from the Professional Development webpage. Complete and upload to the online application.

Budget Explanatory Notes (Required) (1,000 maximum characters)

Provide information about any activity costs that will be included for free or at a reduced rate.

Example: A discount for early registration at a conference, meals included as part of the event fee, and/or lodging provided by a friend.

If not applicable, write N/A.

Matching Funds

- ✓ A 20% cash match is required of the total NDCA request amount. The total expenses must be \$1250 or more in order to request \$1,000.
- ✓ Matching funds need to be a cash source other than the NDCA and National Endowment for the Arts or other federal sources. Match sources may include general operating funds, past surpluses, other grants, and cash.

Calculation Tip: To calculate 80% of the total project cash expenses, take the total expenses x .80.

Example 1: Total expenses are \$800. Take $\$800 \times .80 = \640 . A maximum of \$640 can be requested from NDCA. The remaining \$160 is the 20% match.

Example 2: Total expenses are \$1250. Take $\$1250 \times .80 = \1000 . A maximum of \$1000 can be requested from NDCA. The remaining \$250 is the 20% match.

Example 3: Total expenses are \$3,000. Take $\$3,000 \times .80 = \$2,400$. \$2,400 is larger than \$1,000 (the maximum amount that can be requested from NDCA). Include \$1,000 for the NDCA request amount.

Expenses

Outside Professional Services	Includes fees for professional consultants, advisors, and/or teaching artists.
Registration or Participation Fee	Include the total fee for attending an event, such as conference, seminar, workshop/class, or residency. Note: NDCA funds cannot be used toward membership fees.
Travel - Transportation	Includes ground travel, parking costs, gas expenses, and car rental. NDCA's gas reimbursement rate is \$.55 per mile.
Travel - Lodging	Include the total amount for lodging.

Travel - Per diem	<ul style="list-style-type: none"> • For proposed activities that are in ND, include ND's meal per diem rate of \$45 per day • For per diem rates outside of ND, but within the United States, visit the GSA website at gsa.gov for per diem rates. • For per diem rates outside of the United States, visit the U.S. Department of State website at aoprals.state.gov/web920/per_diem.asp
Space Rental	Includes space rental costs for meetings and workshops.
Other Project Expenses	Any expenses not covered in lines above. (<i>Examples: art supplies, conference banquet tickets, conference notes</i>)

Income

Organizational Funds	
Government Support - Federal, State, or Local	<ul style="list-style-type: none"> • Federal (Cannot use NEA funds for matching funds) • State/Regional (Do not include grants from NDCA) • Local - Includes city or county commissions and agencies and local school boards.
Other Revenue	Include any revenue not covered in lines above.
Applicant Cash-on-Hand	Actual cash applicant already possesses in a savings or checking account and has reserved for the activity described.
Amount Requested from NDCA	List the amount that is being requested from NDCA in support of the project. May not exceed \$1,000 or 80% of total project costs.

Professional Development FY26 Budget

Applicant Name			
	EXPENSES	Amount	Itemize
<i>Itemize</i>	Outside Professional Services (e.g., Teaching Artist Fee - \$300 (\$30 x 10 hrs); Consultant Fee - \$1,200)		
<i>Itemize</i>	Registration or Participation Fee		
<i>Itemize</i>	Travel - Transportation (e.g., Gas - \$154 (\$.55 per mile x 140 miles x 2 trips); Parking - \$40; Ground Travel - \$50; Flight - \$845)		
<i>Itemize</i>	Travel - Lodging (e.g., Hotel - \$500 (\$125 x 4 nights)		
<i>Itemize</i>	Travel - Per diem (e.g., Per diem - \$180 (\$45 x 4 days)		
<i>Itemize</i>	Space Rental (e.g., Coaching Sessions at Plains Theater - \$200 (\$20 x 10 hrs); Meeting Room Rental at Treehouse Players - \$100 (\$10 x 10 hrs)		
<i>Itemize</i>	Other Project Expenses (e.g., Conference Notes - \$30)		
	Total Expenses		
(Total income and expenses must match.)			
	INCOME	Amount	Itemize
<i>Itemize</i>	Organizational Funds (e.g., Theater Company of Minot - \$1,000 (committed)		
<i>Itemize</i>	Government Support - Federal, State, and/or local (e.g., State Historical Society of North Dakota - \$1,000 (committed); Pierce County & Rugby Convention & Visitors Bureau - \$500 (pending); University of North Dakota Department of Music Grant - \$1,000 (committed)		
<i>Itemize</i>	Other Revenue (e.g., American Orff Schulwerk Association Chapter Grant - \$250 (pending)		
	Applicant Cash-on-Hand		
	NDCA Grant Amount Requested (May not exceed \$1,000)		
	Total Income		
(Total income and expenses must match.)			