

## Special Projects Budget Form and Instructions - Individual

Download the budget form for Individual or Organization. Complete and upload to the online application.

### Matching Funds

- ✓ A 1:1 match is required. For every one (1) NDCA dollar requested, the applicant must match or raise one (1) dollar from a cash source other than from North Dakota Council on the Arts and the National Endowment for the Arts or other federal sources.
- ✓ Match sources may include general operating funds, past surpluses, other grants, earned income or revenue that is planned to be raised specifically for the project, and documented in-kind services and contributions.

| Expenses                              |   |
|---------------------------------------|---|
| <b>Individual Artist Compensation</b> | For individual artist applicants only.  |
| <b>Other Project Personnel</b>        | For individual artist applicants only. Compensation for any other project personnel.  |
| <b>Organization Personnel</b>         | For organizational applicants only. Includes administrative, artistic, and/or technical.  |
| <b>Outside Professional Services</b>  | For organizational applicants only. Any contracted outside services.  |
| <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 lines above.  |

| 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 (cannot use NEA or other federal funds to match)</li> <li>• State/Regional (do not include grants from NDCA)</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</b> | May not exceed \$1,500.  |
| <b>NDCA Grant Amount Requested</b>               | List the amount that is being requested from NDCA in support of the project. May not exceed \$1,500. |

| In-Kind                               |  |
|---------------------------------------|--|
| <b>Individual Artist Compensation</b> | For individual artist applicants only.   |
| <b>Other Project Personnel</b>        | For individual artist applicants only. Compensation for any other project personnel.   |
| <b>Organization Personnel</b>         | For organizational applicants only. Includes administrative, artistic, and/or technical.   |
| <b>Outside Professional Services</b>  | For organizational applicants only. 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>If claiming in-kind as part of the match, the total must match or be greater than the amount included in the "Allowable In-Kind Toward the Match" budget category.</i></b> |

- Do not record an in-kind contribution unless it would otherwise have been 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 good 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.

**Special Projects FY25 Budget - Individual**

| Applicant Name | EXPENSES  | Amount | Itemize                                 |
|----------------|---|--------|---|
| Itemize        | <b>Individual Artist Compensation</b> (Example: Artist fee - \$3,000 (\$30 x 100 hrs))  |        |   |
| Itemize        | <b>Other Project Personnel - Artistic</b> (Example: Musicians - \$400 (4 musicians x \$100 (\$20 x 5 hrs))  |        |   |
| Itemize        | <b>Other Project Personnel - Other</b> (Example: Sound and lighting set up and takedown - \$500 (5hrs x \$100); Exhibition setup - \$300 (20 hrs x \$15); Marketing professional - \$200 (10 hrs x \$20)) |        |   |
| Itemize        | <b>Space Rental</b> (Example: Library room rental - \$100 (\$10 per hr x 10 hrs))   |        |   |
| Itemize        | <b>Travel</b> (Example: Individual artist travel - 50 miles - \$55 (\$.55 per mile x 2 trips); per diem - \$90 (\$45 x 2 days); lodging - \$200 (2 nights x \$100))                                       |        |   |
| Itemize        | <b>Other Project Expenses</b> (Example: Painting Supplies - \$550; Costumes purchased - \$500)  |        |   |
|                | <b>Marketing and Advertising</b>  |        |   |
|                | <b>Total Expenses</b>   |        | (Total income and expenses must match.) |

|         | INCOME   | Amount | Itemize (Indicate if pending or committed) |
|---------|--|--------|--|
| Itemize | <b>Project Earned Income</b> (Example: Admissions - \$700 (\$10 x 700 tickets) - pending)                |        |  |
| Itemize | <b>Corporate Support</b> (Example: Gate City Bank - \$700 - committed)                                   |        |  |
| Itemize | <b>Foundation Support</b> (Example: Joe Smith Endowment Fund - \$500 - committed)                        |        |  |
| Itemize | <b>Other Private Support</b> (Example: Individual Donor - \$1,500 - committed)                           |        |  |
| Itemize | <b>Government Support - Federal</b> (Cannot use NEA funds towards the match)                             |        |  |
| Itemize | <b>Government Support - State/Regional</b> (Example: State Historical Society of ND - \$1,000 - pending) |        |  |
| Itemize | <b>Government Support - Local</b> (Example: Rugby Visitors Bureau - \$500 - committed)                   |        |  |
| Itemize | <b>Other Revenue</b>   |        |  |
|         | <b>Cash-on-Hand</b>  |        |  |
|         | <b>Allowable In-Kind Towards the Match</b> (May not exceed \$1,500.)                                     |        |  |
|         | <b>NDCA Grant Amount Requested</b> (May not exceed \$1,500.)   |        |  |
|         | <b>Total Income</b>  |        | (Total income and expenses must match.)    |

|  | IN KIND  | Amount | Itemize   |
|--|--|--------|---|
| <p><i>In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc. donated. Some examples include donated services, advertising, artist accommodations, space use, and printing. Do not record an in-kind donation unless it would otherwise have had to be purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate.</i></p> |  |        |   |
| Itemize  | <b>Individual Artist Compensation</b> (Example: Fundraising, NDCA Grant - \$400 (\$20 per hr x 20 hrs); Activity manager artist fee - \$500 (\$20 per hr x 25 hrs) |        |   |
| Itemize  | <b>Other Project Personnel - Artistic</b> (Example: Dancers - \$1,500 (3 dancers x \$500 (\$20 x 25 hrs)   |        |   |
| Itemize  | <b>Other Project Personnel - Other</b> (Example: Concert sound and lighting set up -- \$500 (\$25 x 20 hrs)  |        |   |
| Itemize  | <b>Rental</b> (Example: VFW room rental - (1 week - \$3,000)   |        |   |
| Itemize  | <b>Travel</b> (Example: Hotel Lodging for hired artist - \$200 (2 nights x \$100)  |        |   |
| Itemize  | <b>Marketing and Advertising</b> (Example: Radio advertisements - \$300; magazine advertisement - \$500)   |        |   |
| Itemize  | <b>Other Miscellaneous In-kind</b> (Example: Volunteer online ticket sales - \$363 (50 hrs total volunteer hours x \$7.25)   |        |   |
|  | <b>Total In-Kind</b>   |        | <b>Note: 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.</b> |