

## Special Projects Budget Form and Instructions - Organization

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 - Organization

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 (5 hrs 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 - \$90 (\$45 x 2 days)</i>		
Itemize	Other Project Expenses <i>(Example: Fair Supplies - \$550; Fiscal Sponsor Fee - \$300)</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>(Cannot use NEA or other federal funds toward 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 \$1,500.)</i>		
	NDCA Grant Amount Requested <i>(May not exceed \$1,500.)</i>		
	<b>Total Income</b>		<i>(Total income and expenses must match.)</i>

	<b>IN-KIND</b>	<b>Amount</b>	<b>Itemize</b>
<i>Itemize</i>	<b>Organization Personnel - Administrative</b>		
<i>Itemize</i>	<b>Organization Personnel - Artistic</b>		
<i>Itemize</i>	<b>Organization Personnel - Technical</b>		
<i>Itemize</i>	<b>Outside Professional Services - Artistic</b>		
<i>Itemize</i>	<b>Outside Professional Services - Other</b> <i>(Example: Marketing professional - \$200 (10 hrs x \$20); Exhibition setup - \$300 (20 hrs x \$15)</i>		
<i>Itemize</i>	<b>Rental</b> <i>(Example: VFW room rental - (1 week - \$3,000)</i>		
<i>Itemize</i>	<b>Travel</b> <i>(Example: Hotel Lodging for hired artist - \$200 (2 nights x \$100)</i>		
<i>Itemize</i>	<b>Marketing and Advertising</b> <i>(Example: Radio advertisements - \$300; magazine advertisement - \$500)</i>		
<i>Itemize</i>	<b>Other Miscellaneous In-Kind</b> <i>(Example: Exhibit set up 10 volunteers - \$1,088 (150 total volunteer hrs x \$7.25 per hr)</i>		
	<b>Total In-Kind</b>		<b>Note: 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.</b>