

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 20% cash match is required of the total NDCA request amount. The total expenses must be \$1875 or more in order to request \$1,500 from NDCA.
- Matching funds need to be a cash source other than from NDCA and National Endowment for the Arts or other federal sources. Match sources may include general operating funds, past surpluses, other grants, and/or cash.

Expenses	
Individual Artist Compensation	For individual artist applicants only.
Other Project Personnel	For individual artist applicants only. Compensation for any other project personnel.
Organization Personnel	For organizational applicants only. Includes administrative, artistic, and/or technical.
Outside Professional Services	For organizational applicants only. Any contracted outside services.
Space Rental	Includes office, rehearsal, and performance spaces.
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.
Marketing and Advertising	Includes production and distribution costs of any publicity materials.
Other Project Expenses	Any expenses not covered in the above lines.

Income	
Project Earned Income	Includes any income earned from the project.
Corporate Support	Includes donations from corporations and other businesses.
Foundation Support	Includes donations or awards from private foundations.
Other Private Support	Includes any revenue not covered in lines above such as memberships, individual donations, sponsorships, etc.
Government Support	<ul style="list-style-type: none">• Federal (cannot use NEA or other federal funds to match)• State/Regional (do not include grants from NDCA)• Local - Includes city/county commissions and agencies, school boards, etc.
Other Revenue	Include any revenue not covered in any of the other lines.

Cash-on-Hand	Actual cash the applicant already possesses that is reserved for the project.
Allowable In-Kind Income Toward the Match	May not exceed \$1,200.
NDCA Grant Amount Requested	List the amount that is being requested from NDCA in support of the project. May not exceed \$1,500.

In-Kind	
Individual Artist Compensation	For individual artist applicants only.
Other Project Personnel	For individual artist applicants only. Compensation for any other project personnel.
Organization Personnel	For organizational applicants only. Includes administrative, artistic, and/or technical.
Outside Professional Services	For organizational applicants only. Any contracted outside services.
Rental	
Travel	Includes per diem and lodging for travelers.
Marketing and Advertising	
Other Miscellaneous In-Kind	
TOTAL In-Kind	<i>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.</i>

- Do not record an in-kind contribution unless it would otherwise be 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 FY26 Budget - Individual

Applicant Name			
	EXPENSES	Amount	Itemize
Itemize	Individual Artist Compensation (Example: Artist fee - \$3,000 (\$30 x 100 hrs))		
Itemize	Other Project Personnel - Artistic (Example: Musicians - \$400 (4 musicians x \$100 (\$20 x 5 hrs))		
Itemize	Other Project Personnel - Other (Example: Sound and lighting set up and takedown - \$500 (5 hrs x \$100); Exhibition setup - \$300 (20 hrs x \$15); Marketing professional - \$200 (10 hrs x \$20))		
Itemize	Space Rental (Example: Library room rental - \$100 (\$10 per hr x 10 hrs))		
Itemize	Travel (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	Other Project Expenses (Example: Painting Supplies - \$550; Costumes purchased - \$500)		
	Marketing and Advertising		
	Total Expenses		(Total income and expenses must match.)

	INCOME	Amount	Itemize (Indicate if pending or committed)
Itemize	Project Earned Income (Example: Admissions - \$700 (\$10 x 700 tickets) - pending)		
Itemize	Corporate Support (Example: Gate City Bank - \$700 - committed)		
Itemize	Foundation Support (Example: Joe Smith Endowment Fund - \$500 - committed)		
Itemize	Other Private Support (Example: Individual Donor - \$1,500 - committed)		
Itemize	Government Support - Federal (Cannot use NEA or other federal funds toward the match)		
Itemize	Government Support - State/Regional (Example: State Historical Society of ND - \$1,000 - pending)		
Itemize	Government Support - Local (Example: Rugby Visitors Bureau - \$500 - committed)		
Itemize	Other Revenue		
	Cash-on-Hand		
	Allowable In-Kind Toward the Match (May not exceed \$1,200.)		
	NDCA Grant Amount Requested (May not exceed \$1,500.)		
	Total Income		(Total income and expenses must match.)

	IN-KIND	Amount	Itemize
<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 been purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate.</i>			
Itemize	Individual Artist Compensation <i>(Example: Fundraising, NDCA Grant - \$400 (\$20 per hr x 20 hrs); Activity manager artist fee - \$500 (\$20 per hr x 25 hrs)</i>		
Itemize	Other Project Personnel - Artistic <i>(Example: Dancers - \$1,500 (3 dancers x \$500 (\$20 x 25 hrs)</i>		
Itemize	Other Project Personnel - Other <i>(Example: Concert sound and lighting set up -- \$500 (\$25 x 20 hrs)</i>		
Itemize	Rental <i>(Example: VFW room rental - (1 week - \$3,000)</i>		
Itemize	Travel <i>(Example: Hotel Lodging for hired artist - \$200 (2 nights x \$100)</i>		
Itemize	Marketing and Advertising <i>(Example: Radio advertisements - \$300; magazine advertisement - \$500)</i>		
Itemize	Other Miscellaneous In-kind <i>(Example: Volunteer online ticket sales - \$363 (50 hrs total volunteer hours x \$7.25 per hr)</i>		
	Total In-Kind		<i>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.</i>