

**Organization Name (Core):**

**Last Completed Fiscal Year at Time of Application:**

**Cash or Accrual:**

**\*For Affiliate Organizations - please refer to second worksheet tab (or refer to page 6 in the GOS II Grant Guidelines)**

*Please use the FY21 audit to fill in this spreadsheet*

FY21 Total Audited Revenue				
Non-allowable income from:		Page number in audit:	Notes from AHCMC:	Notes for AHCMC:
In-Kind Donations				
Investment Revenues (Interest and Dividends)				
Unrealized Gains/(Losses)				
Revenue Raised for Capital				
Funds for Re-Granting				
Sum of B8 through B12	\$ -			
<b>FY21 Allowable Revenue (must be at least \$150,000 to be eligible to apply)</b>	\$ -	N/A		

FY21 Total Audited Expenses				
Non-allowable expenses related to:		Page number in audit:	Notes from AHCMC:	Notes for AHCMC:
Investment Fees				
Interest Expenses				
Depreciation				
Capital Improvement/Other Related Costs				
Loan Principal Payment				
In-Kind Donations (should match B7)				
Re-Granting				
Bad Debt				
Sum of B18 through B25	\$ -			
<b>FY21 Allowable Expenses (must be at least \$150,000 to be eligible to apply)</b>	\$ -	N/A		

**FY21 Allowable Budget Number \*Grant awards are calculated based on the LOWER of the FY21 allowable revenue or expenses, averaged with the last 2 fiscal years\***

# Instructions for Affiliate Organizations

Please submit an **FY21 Eligible Expenses and Revenue Budget** that reflects only the revenue and expenses that directly support eligible programs. An eligible program is defined as a performance, a production, a class, a lesson, a presentation, a lecture, or other activity that is attended by the public and takes place in Montgomery County.

## Eligible expenses are limited to:

- Salaries and benefits of staff based in the County for time spent working on eligible programs;
- Payments to contractors for time spent working on eligible programs;
- Promotion and marketing expenses for eligible programs;
- Lease expenses for space located in the County and used for eligible programs;
- Rental of office or production equipment located in the County and used for eligible programs;
- Non-capital equipment or instruments located in the County and leased or acquired for eligible programs;
- Maintenance of space and equipment located in the County and used for eligible programs;
- A portion of promotion and marketing expenses for a program that takes place both inside and outside the County, such as a performance that is
- A portion of the expenses of rehearsing and producing programs that take place both inside and outside the County, such as a performance that is

## Do not include the following expenses:

- A percentage of the whole organization's overhead expenses;
- A percentage of staff salaries for staff not based in Montgomery County.

Note: When expenses are divided between eligible (county) and non-eligible (non-county) programs, the amount included as an expense in this application **must be based on a ratio of measurable units**, such as number of rehearsals or tickets sold. This ratio is computed as the number of units for the eligible program divided by the total number of the same units for the entire program. For example, expenses could include one-third of total expenses for rehearsing a show that is presented six times – twice in the County and four times outside of the County; the ratio of 2 to 6 is one-third.