CREATING A PROJECT BUDGET

For *Advancement Grants, Programming & Capacity Building Project Grants, Wheaton Cultural Project Grants, Artists & Scholars Project Grants,* and *Arts Residencies in Schools Grants*

This tutorial will explain how to set up a project budget when completing a project-based application for AHCMC.

Two important things to remember are that your total expense budget and your total income budget should be balanced (equal to each other) and the items in your expense budget that would be paid for with the AHCMC grant should be asterisked (*).

It is important to check the specific guidelines for the grant you are applying for so that you know what expenses can and cannot be covered by the AHCMC grant.

For example, AHCMC grants cannot be used to pay for international travel, fundraisers, or for catering for an event reception. These are just a few examples so check the specific guidelines for your grant.

Let's start...

CASH EXPENSES

COMPLETING THE CASH EXPENSES CHART:

Use the "Line Item" column to list all your project expenses. Then use the "Description" column to describe your line items. Finally fill in the cost for each line item under "Amount". Do not list "miscellaneous" or "contingency" expenses, all expenses should be clear and detailed.

Your total cash expenses will auto-calculate at the bottom of the chart.

Line Item	Description	Amount
1. Marketing	Publicity Costs	$ 1000
2. Venue	Venue Rental	$ 2500
3. Actors	Actor Stipends	$ 5000
4. ASL Interpreter	Accessibility Cost	$ 500
5. Reception	Catering	$ 500
6.		$
7.		$
8.		$
9.		$
10.		$
Total Cash Expenses		**$9,500**

COMPLETING THE CASH EXPENSES CHART:

Go through the chart again and asterisk (*) those expenses that would be paid for with the AHCMC grant. Do not asterisk any costs that cannot be paid for by the AHCMC grant per the guidelines. For example, you may include catering expenses in your total project budget, providing you have another source of funding for that expense.

Once you have asterisked the expenses that would be paid for with the AHCMC grant, you are finished with the cash budget chart.

Line Item	Description	Amount
1. *Marketing	Publicity Costs	$ 1000
2. *Venue	Venue Rental	$ 2500
3. *Actors	Actor Stipends	$ 5000
4. *ASL Interpreter	Accessibility Cost	$ 500
5. Reception	Catering	$ 500
6.		$
7.		$
8.		$
9.		$
10.		$
Total Cash Expenses		**$9,500**

SPECIAL NOTE:

If you are applying for an *Artist & Scholar Project Grant, Arts Residencies in Schools Grant,* or *Wheaton Cultural Project Grant* as an individual artist or scholar, artist/scholar compensation must be the first line item as individual artist and scholar applicants are required to pay themselves a fee.

If you are applying for an *Artist & Scholar Project Grant* for professional development or if you are applying on behalf of an organization/group for a project-based grant category, then the artist/scholar compensation requirement does not apply.

Line Item	Description	Amount
1. *Artist Compensation	Artist Fee	$ 5000
2. *Venue	Venue Rental	$ 2500
3. *Marketing	Publicity Costs	$ 1000
4. *ASL Interpreter	Accessibility Cost	$ 500
5. Reception	Catering	$ 500
6.		$
7.		$
8.		$
9.		$
10.		$
Total Cash Expenses		**$9,500**

CASH INCOME

COMPLETING THE CASH INCOME CHART:

The first line item should be "AHCMC Grant" with your requested grant amount. If you have other sources of funding for your project, those sources and anticipated income amounts should be listed below your grant request.

Your total cash income will auto-calculate at the bottom. **Your total cash income should equal your total cash expenses**. It should be clear how all your cash expenses will be paid for.

Line Item	Description	Amount
1. AHCMC Grant	Amount requested for project	$ 9000
2. Ticket Sales	Income from ticket sales	$ 500
3.		$
4.		$
5.		$
6.		$
7.		$
8.		$
9.		$
10.		$
Total Cash Income		**$9,500**

The next two budget charts we will review are for <u>In-Kind Expenses</u> and <u>In-Kind Income</u>.

If you have items or other contributions to your project that are being donated, i.e., supplies or services, those items have a cash value.

IN-KIND CHARTS

There are two charts, an **expense chart** for any in-kind donations to the project and an **income chart** for the same in-kind donations.

In-kind donations are listed as both an expense and income because the value represents income when received and an expense when used.

As the same donation will be listed both as an expense and income, the two charts should be filled out in the same way.

COMPLETING THE
IN-KIND EXPENSES CHART:

If you have items or other contributions to your project that are being donated, i.e., supplies or services, list those items in the chart with the cash value they would have if you were paying for them in the "Amount" column.

For example, if someone is donating videotaping services, enter the amount that service would cost if you had to pay for it.

If you do not have any donated supplies or services, enter N/A across line 1.

If you do have in-kind expenses, the total will auto-calculate at the bottom.

Line Item	Description	Amount
1. Videotaping	Donated by Video, Inc.	$ 750
2.		$
3.		$
4.		$
Total In-Kind Expenses		$750

COMPLETING THE
IN-KIND INCOME CHART:

If you have items or other contributions to your project that are being donated, i.e., supplies or services, and you entered those items in the "In-Kind Expenses" chart, re-enter those same items and same amounts in the "In-Kind Income" chart.

If you do not have any donated supplies or services, enter N/A across line 1.

If applicable, your total in-kind income will auto-calculate at the bottom.

As these are the same line items and amounts, your total in-kind income should equal your total in-kind expenses.

Line Item	Description	Amount
1. Videotaping	Donated by Video, Inc.	$ 750
2.		$
3.		$
4.		$
Total In-Kind Income		**$750**

The section below the budget charts will have auto-filled with your total project expenses and income. **Check that your total project expenses, which will include cash and in-kind expenses, equals your total project income, which will include your cash and in-kind income.** These two numbers should also match the total project cost you entered at the start of your application.

Check that these three numbers match:
(using the previous example)

- **Total Project Expenses:** $10,250 ($9,500 cash expenses + $750 in-kind expenses)

- **Total Project Income:** $10,250 ($9,500 cash income + $750 in-kind income)

- **Total Project Cost:** $10,250 (amount that should have been entered at the start of the application)

Congratulations - you are almost done!

BUDGET NOTES

BUDGET NOTES

The budget notes section gives you space to further explain your project budget and how expenses and income were calculated.

Review panelists look to this section for additional budget clarity so utilizing the space is recommended.

BUDGET NOTES

*Provide additional information about how the project expenses were calculated. For example, if "Artist/Scholar Fee $1,500" is listed in your budget, provide additional details about this line item here. (1,500 characters maximum with spaces)

Using the previous example, the applicant might write: "The actor stipend of $5,000 will be used to pay 5 actors $1,000 each for three rehearsals and two performances."

BUDGET NOTES

*Please provide additional information about how the project income was calculated and information on income sources beyond the AHCMC grant request, if applicable. For example, if "Other Grants $1,500" is listed, provide information about that source of income. (1,500 characters maximum with spaces)

Using the previous example, the applicant might write: "We anticipate $500 in ticket sales based on previous productions."

BUDGET NOTES

*Describe the in-kind contributions (donated goods, services, or discounts) allocated for the project. If not applicable, indicate N/A. (1,500 characters maximum with spaces)

Using the previous example, the applicant might write: "Video, Inc. will videotape one of our performances. They are donating this service which normally costs $750."

This concludes our project budget tutorial; we hope it has been helpful. We encourage you to reach out to AHCMC grants staff if you still have questions.

AHCMC GRANTS STAFF

Ana-Alicia Feng

Grants Assistant Manager

AnaAlicia.Feng@creativemoco.com

(301) 565-3805 ext. 21

Karen Judson

Grants Manager

Karen.Judson@creativemoco.com

(301) 565-3804

Takenya LaViscount

Grants Director

Takenya.LaViscount@creativemoco.com

(240) 839-4519