



# DETAILED BUDGET FORM

	ITEM	\$Amount
INCOME DETAIL	<b>Applicant Cash</b>	
	description: _____	
	description: _____	
	description: _____	
	Subtotal:	
	<b>Admissions/Sales</b>	
	description: _____	
	description: _____	
	description: _____	
	Subtotal:	
	<b>Contracted Services Revenue</b>	
	description: _____	
	description: _____	
	description: _____	
	Subtotal:	
	<b>Private Support:</b>	
	Corporate --name: _____	
	name: _____	
	name: _____	
	Foundation --name: _____	
	name: _____	
	name: _____	
	Other -- type/name: _____	
	type/name: _____	
	type/name: _____	
Subtotal:		
<b>Government Support/Grants:</b>		
Federal -- agency/type grant: _____		
agency/type grant: _____		
State/Reg'l -- agency/type grant: _____		
agency/type grant: _____		
SCAC grants: type: _____		
type: _____		
County ATAX		
County Other -- description: _____		
City ATAX		
City Other -- description: _____		
Subtotal:		
<b>Capital Expenditures (may be used as part of cash match only.)</b>		
<b>Other Revenue:</b> description: _____		
description: _____		
description: _____		
description: _____		
description: _____		
description: _____		
Subtotal:		
<b>THIS QUARTERLY GRANT REQUEST:</b>		
<b>TOTAL CASH INCOME:</b>		
<b>TOTAL IN-KIND:</b>		
	<b>TOTAL INCOME:</b>	

## Definitions of Budget Terms

INCOME TERMS	
1. <b>Admissions</b>	Income derived from the sale of admissions, tickets, memberships, tuitions, etc., for events and activities of the organization.
2. <b>Contracted Services Revenues</b>	Income earned by providing contractual services to clients or other organizations.
3. <b>Other Income</b>	Income derives from sale of concessions, advertising and other "sales" sources.
4. <b>Applicant Cash</b>	Funds from applicant's present (i.e. existing bank reserves) and/or anticipated resources that applicant plans to allocate to the project.
5. <b>Corporate Support</b>	Cash support derived from contributions by businesses, corporations, and corporate foundations.
6. <b>Foundation Support</b>	Cash support derived from grants given by private foundations.
7. <b>Other Private Support</b>	Cash donations given to the project by individuals or derived through fundraising efforts.
8. <b>Federal Support/Grants</b>	Grants or appropriations given for the project by agencies of the Federal government.
9. <b>State/Regional Support/Grants</b>	Grants or appropriations given for the project by agencies of state government and/or multi-state consortiums of state agencies.
10. <b>Local Government Support/Grants</b>	Grants or appropriations given for the project by agencies of local (county/city/in-state regional) government.
EXPENSE TERMS	
1. <b>Personnel: Administrative</b>	Total cash payments for <b>employee</b> salaries, wages, and benefits for administrative, clerical, and support staff. Do not confuse with contracted services which should be listed under Outside Fees.
2. <b>Personnel: Artistic</b>	Total cash payments for <b>employee</b> salaries, wages and benefits for artistic staff. Do not confuse with contracted services which should be listed under Outside Fees.
3. <b>Personnel: Technical/Production</b>	Total cash payments for <b>employee</b> salaries, wages and benefits for technical management and staff, such as technical director, wardrobe, lighting and sound crew, stage manager, stagehands, exhibit preparers and installers, etc. . Do not confuse with contracted services which should be listed under Outside Fees.
4. <b>Outside Fees and Services</b>	Total cash payments for the services of individuals who are not normally considered employees of the applicant, but are consultants, independent contractors or employees of other organizations. This includes artist fees for artists serving in non- employee/non-staff capacities.
5. <b>Space Rental</b>	Cash payments for rental of office space, rehearsal space, theatre, gallery, etc.
6. <b>Travel</b>	Fares, hotel and other lodging expenses, food, taxis, gratuities, per diem, mileage, car rentals, etc. For transportation not connected with travel of personnel, such as trucking, shipping, hauling, etc., include in "remaining operating expenses"
7. <b>Marketing</b>	Cash expenses for marketing/publicity/promotion. Do not include payments which belong under "personnel" or "outside fees and services" or items such as printed audience programs, which would be under Remaining Operating Expenses unless used prior to event for promotional activities. Include costs of advertising, printing and mailing of brochures, flyers, poster, and food, drink, and space rental <b>when directly connected to marketing</b> .
8. <b>Remaining Operating Expenses</b>	Cash expenses not listed in other categories and specifically identified with the project, such as scripts and scores, lumber and nails, electricity, telephone, storage, postage (except for marketing), interest, sets and props, equipment rental, insurance, fundraising expense, etc.
9. <b>Other Expense</b>	Cash expense not directly relating to project but associated with it.