



Franklin County Neighborhood Arts Grant
Greater Columbus Arts Council

Writing a Project Budget

A basic project budget shows all income sources and all expenses for a given project. There are many different ways you can present this information; the attached sample is but one example. Whatever format you decide to use, make sure to organize your budget so it is easy to read and understand.

INCOME

List all sources of cash and in-kind income.

Cash Income

Cash income may include categories such as cash donations, grants, ticket sales, concessions sales, revenue generated from program advertisements, etc. You should include your Franklin County Neighborhood Arts request along with the other income sources.

In-kind Contributions

In-kind contributions are donations of goods or professional services. (I.e.: a local restaurant donating food for the opening reception of an art show.) In-kind contributions may include:

- Facility use
- Supplies & equipment
- Advertising
- Pro-bono professional services

You can include the time donated by volunteers if they are providing a **professional service** that you would otherwise have to pay for. For example, a graphic designer providing her services to create postcards and flyers advertising your event, or a tailor donating his time to sew all the costumes for your play. Non-professional volunteer services (i.e.: ushers, parent chaperones) are not typically considered in-kind contributions.

You should estimate the actual cash value of these donations, and include them in your budget. In-kind contributions should be listed under both income and expenses, so your budget will balance.

EXPENSES

This section must detail all costs associated with your project. These costs may include:

Staff

List staff costs directly associated with the project. If your organization has salaried staff members, you may prorate their salary to reflect time spent on the project.

Promotion

Radio, TV, and print advertising, postcard printing and mailing, posters & flyers, etc.

Facilities

Facility rental, utilities, insurance, etc.

Supplies & Equipment

Costumes, sets, sheet music, art supplies, office supplies, food for a reception, etc.

Please note that Franklin County Neighborhood Arts does not provide funding for the purchase of equipment that will have a useful life well after a project ends, i.e.: computers, recording equipment, table saws, etc.

In-kind Contributions

The same listing of in-kind contributions that appeared in the income section as donations should be listed in the expenses section as project costs.

SOME THINGS TO REMEMBER...

- **Don't forget to double-check your figures.** Make sure all of the numbers add up correctly!
- You must identify funding sources to cover all of your anticipated costs. A budget that lists expenses only will not be accepted.

Sample Project Budget for the Polish Village Association's
production of "You're A Good Man Charlie Brown"
Sept. 1-10, 2010

INCOME	
Ohio Foundation grant	\$1,000
Friendly Bank Co. <i>cash donation</i>	\$500
Dewey, Cheatham & Howe Law Firm <i>cash donation</i>	\$500
Neighborhood Realty <i>cash donation</i>	\$500
ABC Booksellers <i>cash donation</i>	\$250
Donnie's Pizza <i>cash donation</i>	\$150
Ticket Sales (250 @ \$5)	\$1,250
Program Ads	\$100
GCAC (Franklin County Neighborhood Arts grant)	\$1,613
Total Cash Income	\$5,863
In-Kind Contributions (<i>see below for summary</i>)	\$2,710
Total Project Income	\$8,573
EXPENSE	
Stipends for actors & crew	\$2,850
<i>director @ 350</i>	
<i>set design & construction @ 250</i>	
<i>costume design & construction @ 200</i>	
<i>lighting design @ 100</i>	
<i>house management @ 100</i>	
<i>7 actors @ 200 each</i>	
<i>3 musicians @ 150 each</i>	
Perishable art supplies (set and costumes)	\$700
<i>set @ 500; costumes @ 200</i>	
Royalties	\$100
Advertising (SNP, Columbus Alive)	\$450
Printing (postcards & programs)	\$225
Postcard mailing (postage)	\$75
<i>Sub-total</i>	<i>\$4,400</i>
Administrative Cost	
Organization salaries & benefits (5% of time spent)	\$1,200
Liability insurance (pro-rated for project)	\$123
Office administrative overhead (pro-rated for project, includes office supplies, phone, computer, copier)	\$140
<i>Sub-total</i>	<i>\$1,463</i>
Total Cash Cost	\$5,863
In-Kind Contributions	
In-Kind catering (Little Robin Grocery)	\$1,210
In-Kind facility rental (The Neighborhood Church)	\$1,000
Donated costume supplies (Jim-Bob Fabrics)	\$500
Total In-Kind	\$2,710
Total Project Cost	\$8,573