

INSTRUCTIONS - PROJECTED USE OF GRANT AWARD DOLLARS

Instructions for completing the Projected Use of Grant Award Dollars form.

Grantee (Organization): The name of the organization

Contact Person: The person and contact information in case there are questions about the information provided on this form.

Grant Category: Check the appropriate grant type

1. Grant Award: Fill in the grant amount as provided in your grant award letter.
2. Total Match: The grant must be matched 1 to 1; therefore, the match should be the same as your grant amount. [Although your total operating budget may be significantly more than this amount, you should provide only the amount you will use to match your grant. Do **not** inflate this amount.]
3. Total Project Cost: should reflect the grant amount plus the amount used to match the grant. In other words, the total project cost is twice the grant award. For example, if you receive a \$20,000 grant, your total costs must be \$40,000 and you must provide \$20,000 from nonfederal sources.

Although Arts Challenge funds are intended to support the general operations of your organization's entire fiscal year, this form asks you to make a determination as to exactly how South Dakota Arts Council grant funds will be used and the revenue sources you will use to match those funds.

You may choose to earmark your grant award dollars for any eligible expense(s). You could, for example, use them for salaries only, you could earmark them for production expenses, or you could use them for a variety of expenses. Therefore, it won't be unusual for a number of lines used to report budget items are blank.

EXPENSES

4. Salaries: Salaries and wages cover compensation for personnel – administrative and artistic – who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "Other Expenses" and not here.) Indicate the title and/or type of personnel and the percentage of time that will be devoted to the project period annually. List key staff positions and combine similar functions.

Salaries and wages that are incurred in connection with fundraising are not allowable expenses; do not include them in your budget. For example, an executive director at 100% may raise questions as some directors spend a portion of their time raising funds.

5. Other Expenses: I include travel, consultant and artist fees, contractual services, promotion and marketing, acquisition fees, rights, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, translation, closed or open captioning, large-print brochures/labeling), internet access, telephone, copying, postage, supplies and materials, publication, distribution, transportation of items other than personnel, rental of space or equipment, production expenses and other project-specific costs. List artist compensation here if artists are paid on a fee basis. **Ineligible expenses** include anything associated with fund raising or capital improvements.

Travel costs should be figured according to your established travel practice, providing that the travel cost is reasonable and does not exceed the cost of air coach accommodations. Include subsistence costs (e.g., hotels, meals) as part of the "Amount" listed as appropriate.

6. Total Expenses: Total all expenses listed in sections 4 and 5. This number should equal Line 3 (Total Project Cost).

INCOME

7. Funding Sources: Do **not** include your SDAC grant amount in this section. List matching funds only, and list no more than the amount necessary to match your grant amount. Identify the source of the funds: admissions, private funds, government funds, etc. Be as specific as possible.
8. Total Match Income: Total all of the amounts listed in Section 7. The grant must be matched 1 to 1. For example, if you receive a \$20,000 grant, your total costs must be \$40,000 and you must provide \$20,000 in matching funds.