



South Dakota Arts Council
PROJECT GRANT

BUDGET WORKSHEET

Please note, this form is just a **WORKSHEET**. You must fill in these values within your application and cannot submit a copy of work done on this PDF form.

Budget – Expenses

A. Personnel

Personnel - Administrative Staff
Personnel - Artistic Staff
Outside Artistic Fees/Services
Other Outside Fees and Services

	Cash Expenses	In-Kind Contributions	Number of Personnel (Section A only)

B. Space Rental

Space Rental

	Cash Expenses	In-Kind Contributions

C. Travel (Mileage, Lodging, Meals)

Mileage (at a rate of 42 cents/mile)
Lodging
Meals
Other (Please explain in **Grant Narrative**)

	Cash Expenses	In-Kind Contributions

D. Marketing

Marketing Expenses

	Cash Expenses	In-Kind Contributions

E. Remaining Operating Expenses

	Cash Expenses	In-Kind Contributions

	F. Total Cash Expenses	G. Total In-Kind Contributions	Number of Personnel (Section A only)
H. Total Expenses			

- Your budget must be balanced (Total Expenses must equal Total Income).
- Applicants CANNOT request more than 50% of the total projected costs.
- All grant funds MUST be matched at least dollar for dollar.
- In-kind contributions may not be used as a match to SDAC request and cannot be included in your overall project budget.

Budget Terms Glossary

EXPENSES

A. Personnel

- Personnel - Administrative - Employee salaries, wages, and benefits for executive and administrative staff, business managers, fundraisers, clerical, and supportive personnel such as maintenance and box office personnel.
- Personnel - Artistic - Employee salaries, wages and benefits for artists, instructors, artistic directors, etc. specifically identified with this project.
- Personnel - Outside Artistic Fees and Services - Payments for services by artists not normally considered employees of applicant.
- Personnel - Other Outside Fees and Services - Payments to firms or persons for non-artistic services such as legal, financial, etc.

B. Space Rental - Payments specifically identified with the project for rental of office, theater, gallery and other such spaces.

C. Travel - All costs for travel specifically identified with the project at state government rates. Rates at the time of printing: 42 cents per mile; lodging up to \$55 plus tax, and meals at \$32 per day in-state. Out-of-state rates: lodging up to \$175 plus tax, and meals at \$45 per day. Touring Artists include shipping costs with travel.

D. Marketing - All costs for marketing/publicity/promotion specifically identified with the project. Include costs of newspaper, radio, TV advertising, printing and mailing of brochures, flyers, etc., for promotion and fundraising.

E. Remaining Operating Expenses - All expenses identified with project and not entered in other categories. Include utilities, insurance, office expenses such as phone, printing, postage; program expenses such as scripts/scores, sets, royalties, equipment rental, shipping and hauling expenses not entered under "Travel," art and workshop supplies; fundraising expenses. Do not include capital expenditures as defined below.

F. Total Cash Expenses - Total of A through E.

G. In-kind Contributions - The fair market value of non-cash contributions to the project which are provided by the applicant, volunteers or outside parties at no cash cost to applicant. A dollar value should be assigned to in-kind items such as personnel, space rental, travel, marketing and operating expenses directly benefiting and specifically identifiable to the grant project. Volunteer hours may be figured at no less than minimum wage. Professional volunteer hours may be figured as appropriate.

H. Total Expenses - Total of Cash Expenses (F above) and In-kind Contributions (G above).

NOTE: Capital Expenditures - Expenses for additions to a collection, such as works of art, artifacts, historic documents, etc., the purchase of which is specifically identified with the project or organization, or other expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, drives, parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project or organization.



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Please note, this form is just a **WORKSHEET**. You must fill in these values within your application and cannot submit a copy of work done on this PDF form.

Budget – Income

	Income
A. Admissions	
B. Contracted Services Revenue	
C. Other Earned Income	

D. Cash Support - Corporate (Please specify below)	Income

D. Cash Support – Foundation (Please specify below)	Income

D. Cash Support – Other/Private (Please specify below)	Income

E. Government Support - City/County Support (Please specify below)	Income

E. Government Support - Regional/State (Not SDAC Funds - Specify below)	Income

F. SDAC Grant Request	Income

G. Applicant Cash	Income

H. Total Income	

- Your budget must be balanced (Total Expenses must equal Total Income).
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- All grant funds MUST be matched at least dollar for dollar.
- In-kind contributions may not be used as a match to SDAC request and cannot be included in your overall project budget.

Budget Terms Glossary

INCOME

A. Admissions - Revenue derived from sale of admissions, tickets, subscriptions, memberships, etc., for events of project.

B. Contracted Services - Revenue derived from fees earned through sale of services, i.e., sale of workshops to other community organizations.

C. Other - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions and parking.

D. Cash Support - Cash support by businesses, corporations, foundations, individuals, fundraisers and similar sources.

E. Government Support - Cash support derived from government grants or appropriations given for the project. Do include other South Dakota Arts Council grants such as Artists In Schools & Communities, Technical Assistance, Professional Development, and Excursion grants. Arts Challenge Grant applicants will include all South Dakota Arts Council grants including their previous year Arts Challenge Grant.

F. Applicant Cash - Funds from applicant's present and/or anticipated resources budgeted for this project.

G. Grant Amount Requested - Amount requested from South Dakota Arts Council in support of this project, no more than 50% of Total Cash Expenses (F under Expenses).

H. Total Cash Income - Total of Applicant Cash and Grant Amount Requested from South Dakota Arts Council.

Total All Income - Total Income (Line H) MUST equal Total Expense (Line H – Column G) above.

NOTE: Do not include income intended for Capital Expenditures.