

## BUDGET - INSTRUCTIONS

### Budget - Expenses

Complete the pre-existing budget form outlining all project expenses (for the project only). All submitted expenses must be related to the proposed project and take place within the defined grant period (July 1, 2020 – June 30, 2021). Your budget must be balanced (total expenses must equal total income). Be certain that your proposed budget does not include any of the items listed under the "WE DO NOT FUND" section of the [Guide to Grants](#). If you need more information regarding the budget, all the budget items are defined in the [Glossary](#) (link at the top of the page).

In the budget, you will be required to provide the following:

- 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 cash match to SDAC grant funds; however, they may be included in your overall project budget and are encouraged.

### Budget - Income

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*Applicant Worksheet: Please note, this document is just a **WORKSHEET**. You must provide all this information within your application and cannot submit a copy of work done on this PDF form.*

# Budget – Expense



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

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

#### B. Space Rental

- Space Rental

	In-Kind Contributions
Cash Expenses	

#### C. Travel (Mileage, Lodging, Meals)

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

	In-Kind Contributions
Cash Expenses	

#### D. Marketing

- Marketing Expenses

	In-Kind Contributions
Cash Expenses	

#### E. Remaining Operating Expenses

	Cash Expenses	In-Kind Contributions

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

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# Budget – Income



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PROJECT GRANT

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### Budget – Income

**Income**

<b>A. Admissions</b>	
<b>B. Contracted Services Revenue</b>	
<b>C. Other Earned Income</b>	

**Income**

<b>D. Cash Support - Corporate</b> (Please specify below)	

**Income**

<b>D. Cash Support – Foundation</b> (Please specify below)	

**Income**

<b>D. Cash Support – Other/Private</b> (Please specify below)	

**Income**

<b>E. Government Support - City/County Support</b> (Please specify below)	
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**Income**

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

<b>F. SDAC Grant Request</b>	
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**Income**

<b>G. Applicant Cash</b>	
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**H. Total Income**

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