

PROJECT BUDGET EXAMPLE



Granting programs typically fund three basic types of work: projects, general operations, or capital support. SAGA funds **projects or operational support, but NOT capital projects.**

All budgets are composed of two basic lists: **expenses** (the money you want to spend) and **income** (the money you'll earn) for your proposal. Together, these two lists tell the story of your work with numbers, and should **match your narrative**.

PROJECT BUDGET	
The project budget includes information related to your specific project goals. In other words: it represents the time and resources that must be used to deliver a project.	
<u>INCOME: In-Kind Support</u>	
Professional fee	\$7,000.00
Assistant fees	\$500.00
Materials/ Supplies	\$200.00
Workspace rental: 6 weeks	\$600.00
Equipment rental: video equipment	\$100.00
Printing	\$400.00
Marketing	\$600.00
Airfare	\$600.00
Total	\$10,000.00
<u>INCOME: Pending Funds and Sources</u>	
Classes/ Workshops	\$200.00
Fundraiser: House party pending	\$50.00
Fundraiser: Kickstarter pending	\$200.00
Grant: XYZ Foundation	\$500.00
Sale of Work: \$300/ piece	\$300.00
Total	\$1,250.00
<u>INCOME: Funds Committed and Sources</u>	
Grant: ABC Foundation	\$250.00
Corporate Sponsor: Credit Union	\$500.00
Individual Donations	\$20.00
Total	\$770.00
<u>EXPENSES: Funds Needed</u>	
<i>Personnel:</i>	
Artist fees	\$5,000.00
Assistant Fees	\$100.00
Professional Fees: Designer	\$180.00
Tech: Lighting	\$2,000.00
<i>Workspace:</i>	
Rent for rehearsal	\$600.00
Rent for performance	\$600.00
Utilities	\$40.00
Liability insurance	\$1,050.00
<i>Materials and Supplies:</i>	
Office Supplies	\$250.00
Project Supplies	\$300.00
Documentation: videographer	\$600.00
Marketing/ Advertising	\$600.00
Postage	\$100.00
Travel for Director: Airfare	\$600.00
Total	\$12,020.00

Grant Request	\$10,000.00
INCOME: Total income from Pending Sources	\$1,250.00
INCOME: Total income from Committed sources	\$770.00
Expenses: Total of all expenses	\$12,020.00
Difference between the INCOME and the EXPENSES	\$0.00

General volunteer time is \$23.07 per hour according to the federal rate.

Include donated goods and services that will support your project. Make sure they show up in your expenses and in your narrative.

(This is for our information and does not impact your total.)

Include pending grants, but not the grant you are currently applying for.

UNACCEPTABLE EXPENSES:

- Reimbursements of any kind BEFORE OR AFTER the allowed grant period
- Taxes related to receiving your grant award
- Re-granting, scholarships, monetary awards
- Fees for residencies outside of the Spokane region
- Tuition that generates credit
- Grant writing expenses

Most grant makers expect artists to be paid for their time. It looks unprofessional if you are not planning to pay yourself.

(If you wish, you can donate a portion of your time and include it in in-kind support.)

SAGA does not require you to have a balanced budget for your project, or equal zero; however, it is best if you try.

GENERAL OPERATING SUPPORT EXAMPLE BUDGET

General Operating Support refers to a grant to support your day-to-day operations. This is also known as unrestricted or core support as it allows the grantee to use the funds to strengthen their own core work or to further their purpose as they see fit.

Unlike most grantmaking organizations, SAGA does not limit grants for operational support to 501(c)3s, or even to arts organizations more broadly. If you are an established artist seeking general support for your practice, we encourage you to apply!

ANNUAL INCOME

Classes/ Workshops	\$1,000.00
Grant Applications	\$3,000.00
Sale of Work	\$1,500.00
Corporate Sponsorships	\$1,500.00
Individual Donations	\$1,200.00
Major Donor	\$10,000.00
Nonprofit Board Contributions	\$500.00
Annual Dinner Event	\$7,400.00

Total \$26,100.00

ANNUAL EXPENSES

<i>Personnel:</i>	
Artist fees	\$8,000.00
Assistant Fees	\$100.00
Professional Fees: Designer	\$200.00
Tech: Lighting	\$2,000.00
<i>Workspace:</i>	
Rent for rehearsal	\$600.00
Rent for performance	\$600.00
Utilities	\$5,000.00
Liability insurance	\$1,050.00
<i>Materials and Supplies:</i>	
Office Supplies	\$250.00
Project Supplies	\$3,000.00
Documentation: videographer	\$4,000.00
Marketing/ Advertising	\$600.00
Postage	\$100.00
Travel for Director: Airfare	\$600.00

Total \$26,100.00

UNACCEPTABLE EXPENSES:

- Reimbursements of any kind outside of the grant period
- Taxes related to receiving your grant award
- Re-granting, scholarships, or cash awards
- Fees for residencies outside of the Spokane region
- Tuition that generates credit
- Grant writing expenses

2017 ANNUAL BUDGET

Income	\$26,100.00
Expenses	\$26,100.00
Difference	\$0.00



**These examples are not actual budgets.
SAGA applicants are responsible for their own budget requirements.
Take this advice at your own risk.*