

FY2016 Arts & Community Impact Connecticut Office of the Arts

PROJECT BUDGET: EXPENSES & INCOME ALLOCATIONS BUDGET INSTRUCTIONS

APPLICATION BUDGET FORMS

1. ACI PROJECT BUDGET: EXPENSES & INCOME ALLOCATIONS

The one-page, locked MS Excel budget provides an accounting of proposed project expenses and proposed project income sources, including In-Kind Contributions and the requested grant amount from COA. The budget design provides applicants with the opportunity to demonstrate how the required grant match will be satisfied. The form will add figures and round entered amounts to the nearest dollar. Limited instructions are listed on the form.

NOTE: Applicants are required to complete a BUDGET NARRATIVE that is included in the on-line application. See below.

NOTE: For additional information, review the FY2016 ACI Project SAMPLE BUDGETS (one presents a project budget With In-kind Contributions and with No In-kind).

2. IN-KIND BUDGET WORKSHEET

This document provides an accounting of projected in-kind contributions. The form is a locked, one page MS Excel spreadsheet which will add figures and round entered amounts to the nearest dollar. The form includes links to support the applicant's valuation and understanding of in-kind accounting practices. See the Sample In-Kind Budget Worksheet.

NOTE: This Worksheet is ONLY required for applicants claiming in-kind contributions as a part of their project proposal.

ACI PROJECT BUDGET: EXPENSES & INCOME ALLOCATIONS FORM

APPLICANT NAME:

Enter the same name that you listed on your ACI application.

First Two Left Side Columns

PROPOSED PROJECT EXPENSES and PROPOSED EXPENSE TOTALS:

Use these columns (the white section on the left side of the form) to describe and enter the different costs of your proposed project expenses. Numbers preceding the Chart of Accounts definitions below (1-13) correspond to the numbered lines on the form, not the Excel spreadsheet numbering system on the electronic form.

◆ EXPENSES SIDE OF THE BUDGET FORM (LEFT)

1. Salaries

a. **Administrative:** Employee salaries, wages and benefits for administrative staff. Include executive directors, finance, marketing, fundraising, human resources, etc.

NOTE: The FY16 ACI Project grant caps administrative expenses at **35%** of the total grant request.

b. **Programmatic:** Employee salaries, wages and benefits for programming staff. Include artistic directors, program managers, curators, choreographers, composers, musicians, etc.

c. **Technical:** Employee salaries, wages and benefits for technical management and staff. Include technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.

d. **Other:** List salaries for staff not included above. Describe / categorize using the lines provided.

2. **SUBTOTAL** (Salaries subtotal is calculated by the form)

3. **Professional Services**

- a. **Programmatic & Technical:** Cash payments to individuals that are not employees. This may include artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, literary / visual / performing artists, stage managers, exhibit installers, etc.
- b. **Instructors:** Cash payments to teachers or workshop leaders who are not employees of the grantee.
- c. **Legal / Accounting / Admin:** Payments to firms or persons who provide legal, accounting, or other administrative expertise via outside contract.
- d. **Other:** List cash payment for any other contracted services not included above. Describe / categorize using the line provided.

4. **SUBTOTAL** (Services subtotal is calculated by the form)

5. **Supplies**

- a. **Administrative:** Cash payments for office supplies and other non-program supply expenses.
- b. **Program:** Cash payments for production materials, tents, royalties, raw materials and any other program-related items.

6. **Telephone:** Cash payments for telephone usage.

7. **Postage & Shipping:** Cash payments for postage, trucking, shipping, hauling, etc.

8. **Occupancy:** Payments for office, theater, hall, gallery or other spaces, as well as costs for maintenance, security, property insurance, utilities, janitorial services and related supplies. Do not include capital expenses.

9. **Marketing / Publicity / Advertising:** Cash payments for marketing materials, ad space, social media, etc. Describe / categorize this project expense using the line provided.

10. **Outside Printing / Publication:** Payments for all outside printing and publications.

11. **Travel:** Airfare, mileage, car rental, lodging, and meals.

12. **Other:** List other expenses that don't fit above categories. Describe / categorize other costs using the lines provided.

13. **SUBTOTAL LINES 5 – 13** (Subtotal is calculated by the form)

TOTAL PROPOSED PROJECT EXPENSES: *Total of all expenses (lines 2, 4, and 13, calculated by the form).*

◆ **INCOME SIDE OF THE BUDGET FORM (RIGHT)**

PROPOSED PROJECT INCOME Columns

Five columns that constitute the right half of the budget form. These columns detail how your income sources will be allocated to fully cover the costs detailed in the PROPOSED EXPENSES TOTALS column.

Four Shaded Columns

OTHER INCOME SOURCES & EXPENSE ALLOCATIONS:

Use the first three columns of this section (light color shading) to provide an accounting of all projected cash income sources, NOT including your ACI grant request (which will be entered into the far right column, see page 3). IF you are proposing to use in-kind contributions to support your project, use the fourth column in this section (darker color shading) to allocate all In-Kind Contributions (non-cash income sources). PROJECTED IN-KIND column descriptions and amounts must match the descriptions of Services, Goods and Facilities and the TOTAL PROJECTED IN-KIND amount from your IN-KIND BUDGET WORKSHEET.

NOTE: *The five columns that constitute the PROPOSED PROJECT INCOME section (which include Projected In-Kind and the COA / ACI Grant Request) MUST add up horizontally to equal the totals listed in the PROPOSED EXPENSE TOTALS column.*

When you have allocated the total funding from each discrete income source (or combined income sources per income column as may be needed) to specific PROPOSED PROJECT EXPENSES using budget lines 1-12, including any In-Kind income sources (non-cash) and your COA / ACI GRANT REQUEST amount, all entries ACROSS the five income columns must total to no greater than the amount entered into the PROPOSED EXPENSE TOTALS column (Excel Column "E"). You can allocate all or a portion of a project expense to one or more income sources. It is advisable to review the FY2016 ACI SAMPLE BUDGETS.

- A. Identify each proposed income source within the first three columns. Combine different income sources if additional columns are needed and use the Budget Narrative within the online application to clarify. Enter the name of the source or an income category description (see B., below) in the white rectangle at the top of the column. Use the fourth, darker-shaded column to enter In-Kind Contributions.
NOTE: Use the BUDGET NARRATIVE section of the online application to clarify financial details.
NOTE: The vertical, color shaded stripe adjacent to the white space provided at the top of the first three columns should be used to verify whether or not an income source is confirmed at the time of application. For income sources that ARE definite at the time of application, enter the word **Confirmed** in the green-shaded column. **DO NOT ENTER any text in this section for income sources that CANNOT BE CONFIRMED AT THE TIME OF APPLICATION.**
- B. Examples of other income sources may include: Public funding (such as Federal, non-COA State* or Municipal funds); Private grant funding (Foundation or Corporate awards); Private contributions from individuals or businesses; Special event proceeds; Applicant- and/or partner-generated program activity income (admissions, classes, workshops, school programs, etc.); Membership dues; Savings; Other earned income (contracted services, etc.).
NOTE: * COA / ACI funding CANNOT be matched using other Connecticut state funds. Refer to the FY2016 ACI Guidelines to verify which income sources are eligible to satisfy your required grant match.
- C. The Excel sheet will automatically total all four of the OTHER INCOME SOURCES & EXPENSE ALLOCATIONS columns at the bottom of the shaded section in TOTAL of OTHER INCOME SOURCES.

Far Right Column

COA / ACI GRANT REQUEST ALLOCATIONS:

Use this column (darker shaded header) to show how you propose to allocate the requested ACI grant funds.

- A. The total of this column MUST equal the same amount as your ACI grant request.
NOTE: Please review the FY16 SAMPLE BUDGETS.
NOTE: Refer to the FY2016 ACI Guidelines to verify eligible and ineligible COA / ACI grant expenses.

Bottom Left of The Budget Page

TOTAL of OTHER INCOME SOURCES + TOTAL COA / ACI GRANT REQUEST:

The Excel budget will automatically display the total of all income sources (inclusive of your grant request and any in-kind contributions) in this darkest shaded section.

NOTE: IF you propose In-kind Contributions as a portion of your required match, only UP TO A MAXIMUM of 25% of your In-Kind Contributions will be allocated toward your minimum cash match (your required match is no less than 50% of your COA / ACI grant request). Refer to the FY2016 ACI Guidelines regarding use of In-kind Contributions.

Very Bottom of Budget Page / Blue Sections

COA USE ONLY

Based on your TOTAL COA / ACI GRANT REQUEST amount, the Excel budget automatically displays the MINIMUM REQUIRED Cash Match (50 % of your grant request total) and, where applicable, the MAXIMUM ALLOWABLE In-Kind Contributions that may be used toward satisfying the required match (up to 25% of the required match). This section is for review purposes only.

PROJECT BUDGET NARRATIVE

Be sure to complete the separate **Budget Narrative** section that is included in the on-line application. Use this narrative section to explain any details regarding the project's Income or Expenses (including projected In-kind Contributions) that will help grant review panelists to have a clear understanding of your project's financial plan.