Black Rock Arts Foundation - Grants To Artists 2014 Budget Template Instructions

1. All white cells in this spreadsheet are editable cells. You may not edit information or equations in the gray cells.
2. You may add more lines to each category if needed. To add more lines, click on the row number on the far left, select 'Edit' from the Main Menu. Then select 'Insert' from the Main Menu, and select 'Insert Copied Cells.'

Description of Categories and Expenses

Artist Fees
• List the fees paid to the artists involved in the project.

Communications / Publicity
• List any fees associated with publicity. This may include printing or signage.

Community Outreach
• List the expenses associated with any events, workshops or meetings necessary to produce this project.

Consultants and labor
• List any fees or wages paid to contractors or hired labor. This may include fees paid to equipment and machinery operators, installation and de-installation work crew, docents, graphic designers, engineers or other consultants.

Equipment Rental
• List the costs of any equipment or machinery you may need to rent. Note the length of the period of rental.

Exhibition Fees
• List any fees for use of the exhibition site, venue rental, etc.

Materials
• List the expenses and purchases of all materials and equipment needed to build, refurbish and/or maintain this project.

Overhead
• List the costs associated with administration, project planning and documentation of this project. This may include office or workspace rent and insurance.

Permits / Licenses
• List fees of any event, construction, installation, etc., permits or licenses.

Travel
• List any travel or per diem costs for the artist, crew and other hired or volunteer laborers.

Transportation
• List the costs of transporting the work of art to the installation site.

Other
• List any costs that are not specific to any of the above categories.

In-Kind Support
• List all donated services, goods or support that is not a cash contribution.

Sources of Revenue
• List all anticipated or projected monetary support. Include the Black Rock Arts Foundation and your requested award amount.