

Budget Template

Instructions

General Notes

- **Total Expenses cannot be greater than Total Income on this budget.**
- **Although there is no limit on the total amount spent on equipment, no single item purchase can exceed \$5000.**
- This budget should reflect income and expenses anticipated for the project during the grant period. The grant period will be January 1, 2022 – December 31, 2023.
- List your name where requested in the Highlighted Yellow field (Row 2, Column B).
- Please note that you do not need to have income and expense listed in every line item on this budget.
- For all lines where you have listed income or expense, add a brief narrative explaining what you have included in that line.
- All totals will calculate for you automatically.
- If you do not have Excel, instructions for how to upload the template into Google Sheets (which is free!) can be found on our website and in the application.
- When you have completed your budget, **you must save it as a PDF before uploading into CyberGrants.** Instructions about how to save a document as a PDF can be found in the attachment section of the CyberGrants application.

Project Income

- List the totals for each income line in the “Total” column (Column E).
- For each income line, list if the income is committed or pending in the “Committed or Pending?” column (Column B).

Project Expenses

There are some restrictions on for what DCASE funds can be used. Please make sure that that the expenses DCASE will cover are not list as restrictions. Restrictions are listed at the end of this document.

- List any expenses that you are asking DCASE to cover in the “Expenses covered by DCASE” column (Column C). The total expenses in this column must equal you NAP grant request amount.
- List any expenses that will be covered by other funding in the “Expenses covered by other funding” column (Column D).

- If you are an individual artist, you may use up to \$2500 or 25% of the grant amount (whichever is more) to pay yourself for the work you are doing on the project.

Definitions and Helpful Hints

NAP Grant Requested: This is the grant amount you are requesting in this application.

Earned Revenue: This is any money earned for goods or services related to this project. For example, if you sell tickets to your event. Below are examples of what to list in the narrative section of this budget for earned revenue:

___ tickets sold to ___ performances at \$___ each.

___ works of art sold for \$___ each.

___ people attending ___ classes for a fee of \$___ each.

A payment of \$___ for a new work commission or performance.

Personal Contribution: If you are an individual artist, this is any of your own money that you will spend (or have already spent) on this project.

Contributed Revenue: This is any donations or other grants that you have received or anticipate receiving from other people or organizations.

In Kind Donations: These are any donations of goods or services that you are receiving for your project. For example, free rehearsal or exhibit space, or a donation of food for an event. Please estimate the value of these donations and list them in the "In Kind" donation line, listed under "Contributed Revenue". Please also list the value of these In Kind donations in the "Expenses covered by in kind support" under Expenses.

Program Expenses: These are expenses directly related to the creation and presentation of your artistic work.

Funds cannot be used to support:

- Capital improvements
- The purchase of any single item of equipment valued at more than \$5,000.
- Fundraising events, religious ceremonies or events, or campaigning for a candidate or a ballot issue.
- Vehicle rental of any kind.
- Artists or organizations with outstanding, existing debt with the City of Chicago. Debt does not need to be resolved prior to submitting an idea but will need to be in order to receive a payment from the City. Please set up payment plans or pay

off any existing debt (parking tickets, utility bills, etc.) with the Department of Finance: www.chicago.gov/city/en/depts/fin.html

Travel expenses are allowed up to \$250 per domestic round-trip flight, up to \$650 per international round-trip flight, up to \$93 plus tax per night for lodging, and up to \$50 per train/bus ticket.