



Community Arts Grant
APPLICATION BUDGET - Sample/Example
Annotated for educational purposes

One Person Play

Community Arts Grants awards will equal no more than 50% of the total project or activity cost.
 Cost-share may be cash and/or in-kind. Fifty percent match funds must be clearly shown in the budget proposal on the grant application.

- **Personnel** – Any paid personnel required for a program or project

CAG request (Playwright, actor, stage person)	\$600
Requester's Contribution (if any)	
3 rd party Cash Match (if any) (Friend Mary 1 month studio rent)	\$200
3 rd party In-Kind Match (if any) (Friend Mary set design)	\$400

IMPORTANT - Include letter or email from 3rd party confirming this agreement. Same goes for any 3rd Party Cash match like donated rental space, costume donation/loan, etc.

- **Fees and Services** – Any fees or services required for a program or project

CAG request (Marketing)	\$150
Requester's Contribution (if any)	
3 rd party Cash Match (if any)	
3 rd party In-Kind Match (if any) (Steven for 1 month of social media promotion)	\$200

- **Rental Fees** - Any fees or services required for a program or project (i.e. space rental, equipment rental, stage, temporary studio, sound system, etc.)

CAG request (Stage rental for 3 nights)	\$1250
Requester's Contribution (if any)	\$200
3 rd party Cash Match (if any) (Local artist reduced rental fee, Sponsor contribution from XYZ business – included on marketing)	\$1000
3 rd party In-Kind Match (if any)	

- **Travel** - Any travel costs required for a program or project

CAG request	
Requester's Contribution (if any)	
3 rd party Cash Match (if any)	
3 rd party In-Kind Match (if any)	

- **Materials Expenses** - Any materials required for a program or project (i.e. construction materials, art supplies, hardware supplies, etc.)

CAG request (wood and hardware for stage, art supplies for set)	\$400
Requester's Contribution (if any) (purchase and reuse materials)	\$200
3 rd party Cash Match (if any) (Materials donated from friend)	\$200
3 rd party In-Kind Match (if any)	

- **Operating Expenses** - Any operating expenses required for a program or project (i.e. rent during project period, electricity, etc.)

CAG request (1/2 of one month studio utilities cost)	\$50
Requester's Contribution (if any)	\$50
3 rd party Cash Match (if any)	
3 rd party In-Kind Match (if any)	

- **Other Expenses**

CAG request (Sound system with mics)	\$200
Requester's Contribution (if any)	\$200
3 rd party Cash Match (if any)	
3 rd party In-Kind Match (if any)	

- **Budget Totals**

CA Grant request	\$2,650
Requester's Contribution	\$650
3 rd party Cash Match	\$1,400
3 rd party In-Kind Match	\$600

Total Project Budget = \$5,300