



## ARTS IN PARKS BUDGET TEMPLATE for [SAMPLE APPLICANT]

### Important Tips

Auto-calculating,  
do not type

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Enter Amount  
Requested

(Auto-calculated)  
You will need to  
enter these  
amounts in your  
application.

**\*Please follow the color key, and fill out the tables from left to right. If a row does not apply to your program, leave it blank. Do not type in Auto-calculated fields.**

\*After the "Item total" is calculated, please indicate if all or part of the total is CASH (expenses that are paid for) or NON-CASH (expenses that are being paid for by way of donation. Examples include all or part of staff compensation, volunteer time, ad space, rents, supplies and etc)

### AMOUNT REQUESTED

Enter the amount you are requesting from ARTS IN PARKS here (\$1,300; \$2,600; \$5,200 or \$7,800):	\$ 2,600.00
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### BUDGET EXPENSES

PROJECT STAFF/PERSONNEL	Notes/Description of Costs	CASH	Non-CASH	Item Total
<b>Musicians</b>	\$750 for rehearsal; \$750 for day-of performance	\$ 1,500.00		\$ 1,500.00
<b>Dance Instructor</b>	\$30/hr for 40 hrs	\$ 1,200.00		\$ 1,200.00
<b>Sound Technician</b>		\$ 150.00		\$ 150.00
<b>English/Spanish Translator</b>	\$30/hr for 5 hrs	\$ 150.00		\$ 150.00
				\$ -
				\$ -
<b>Total Project Staff Costs (includes cash and non-cash)</b>		\$ 3,000.00	\$ -	\$ 3,000.00

MATERIALS/SUPPLIES/RENTALS	Notes/Description of Costs	Cash	Non-Cash	Item Total
<b>PA sound system and tent awnings</b>		\$ 1,200.00		\$ 1,200.00
<b>Park Electricity Fee</b>		\$ 310.00		\$ 310.00
<b>Dance Rehearsal space</b>	3hrs/wk* 20 weeks*\$33/hr	\$ 1,980.00		\$ 1,980.00
				\$ -
				\$ -
				\$ -
<b>Total Materials/Supplies/Rentals Costs (includes cash and non-cash)</b>		\$ 3,490.00	\$ -	\$ 3,490.00

PUBLICITY/MARKETING	Notes/Description of Costs	Cash	Non-Cash	Item Total
<b>Flyer and poster production</b>	(IN-KIND)		\$ 300.00	\$ 300.00

				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Publicity/Marketing Costs (includes cash and non-cash)</b>		\$ -	\$ 300.00	\$ 300.00

Other (Permits, insurance, fees, travel etc.)	Notes/Description of Costs	Cash	Non-Cash	Item Total
<b>Insurance</b>		\$ 100.00		\$ 100.00
<b>Permits</b>		\$ 100.00		\$ 100.00
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Other Costs (includes cash and non-cash)</b>		\$ 200.00	\$ -	\$ 200.00
<b>TOTAL EXPENSES</b>				
		\$ 6,690.00	\$ 300.00	\$ 6,990.00

**BUDGET INCOME**

\*Use this chart to record any income that you may be receiving in addition to Youth Arts Funds. In the notes section, please include prices and estimated quantities. For example, "25 tickets sold at \$5 each"

ORGANIZATION INCOME	Notes	CASH	Non-CASH	Item Total	Confirmed (Y/N)
<b>Own money</b>	Balance from 2021; available funds in savings	\$ 1,690.00		\$ 1,690.00	Y
				\$ -	
				\$ -	
<b>Total Org Income (includes cash and non-cash)</b>		\$ 1,690.00	\$ -	\$ 1,690.00	

DONATIONS	Notes	CASH	Non-CASH	Item Total	Confirmed (Y/N)
<b>Individuals</b>	Day of event estimated donations	\$ 900.00		\$ 900.00	N
<b>Businesses/Foundation</b>	Flyer and poster production		\$ 300.00	\$ 300.00	Y
<b>Other Governments</b>				\$ -	

<b>Total Donations (includes cash and non-cash)</b>	\$ 900.00	\$ 300.00	\$ 1,200.00	
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OTHER	Notes	CASH	Non-CASH	Item Total	Confirmed (Y/N)
Grant from Department of Neighborhoods		\$ 1,500.00		\$ 1,500.00	N
				\$ -	
				\$ -	
<b>Total OTHER (includes cash and non-cash)</b>		\$ 1,500.00	\$ -	\$ 1,500.00	

TOTAL INCOME		CASH	Non-CASH	Item Total	
AMOUNT REQUESTED				\$ 2,600.00	
<b>TOTAL INCOME (includes cash and non-cash)</b>		\$ 6,690.00	\$ 300.00	\$ 6,990.00	