

Section IV – Project Budget (Sample)

REVENUES	CASH
1 School Designated Funds	200
2 Arts Committee and/or PTA Designated Funds	100
3 Other Sources please list them below:	
4 Smith Foundation	500
5 ABC Corporation	500
6	
7 Request from Arts Council (not to exceed \$1,000)	1,000
8 (add lines 1-7) SUB TOTAL	2,300
9 (total from line 19b) IN-KIND	1,200
(add lines 8-9) TOTAL Revenues	3,500

Expenses	Cash	In-Kind
10 Space Rental for Performance or Exhibit	300	250
11 Costumes/Props		
12 Artists Fees	500	500
13 Equipment Rental/Purchase		
14 Transportation/Travel		
15 Other Expenses list below		
16 Tiles for Mural	700	200
17 Glaze	300	
18 Kiln time	500	250
19a (add lines 10-18 CASH COLUMN) TOTAL CASH	2,300	
19b (add lines 10-18 IN-KIND COLUMN) TOTAL IN-KIND		1,200
(add lines 19a & 19b) TOTAL Expenses		3,500

1. **TOTAL Revenues** and **TOTAL Expenses** MUST equal.
2. All application budgets must list revenues and the project's corresponding expenses.
3. Make sure to copy the in-kind column number (**line 19b**) to the In-Kind line on the revenue side (**line 9**).
4. Lines are provided for you to add specific revenue or expenses that are not options on the budget form.
5. If you decide not to use the above form and replace it with your own detailed budget, please write "**See Attached Budget**" on the budget page.