

Special Projects FY24 Budget - Individual

Applicant Name	EXPENSES	Amount	Itemize
Itemize	Individual Artist Compensation (Example: Artist fee - \$3,000 (\$30 x 100 hrs))		
Itemize	Other Project Personnel - Artistic (Example: Musicians - \$400 (4 musicians x \$100 (\$20 x 5 hrs))		
Itemize	Other Project Personnel - Other (Example: Sound and lighting set up and takedown - \$500 (5hrs x \$100); Exhibition setup - \$300 (20 hrs x \$15); Marketing professional - \$200 (10 hrs x \$20))		
Itemize	Space Rental (Example: Library room rental - \$100 (\$10 per hr x 10 hrs))		
Itemize	Travel (Example: Individual artist travel - 50 miles - \$45 (\$.45 per mile x 2 trips); per diem - \$70 (\$35 x 2 days); lodging - \$200 (2 nights x \$100))		
Itemize	Other Project Expenses (Example: Painting Supplies - \$550; Costumes purchased - \$500)		
	Marketing and Advertising		
	Total Expenses		(Total income and expenses must match.)

	INCOME	Amount	Itemize (Indicate if pending or committed)
Itemize	Project Earned Income (Example: Admissions - \$700 (\$10 x 700 tickets) - pending)		
Itemize	Corporate Support (Example: Gate City Bank - \$700 - committed)		
Itemize	Foundation Support (Example: Joe Smith Endowment Fund - \$500 - committed)		
Itemize	Other Private Support (Example: Individual Donor - \$1,500 - committed)		
Itemize	Government Support - Federal (Can not use NEA funds towards the match)		
Itemize	Government Support - State/Regional (Example: State Historical Society of ND - \$1,000 - pending)		
Itemize	Government Support - Local (Example: Rugby Visitors Bureau - \$500 - committed)		
Itemize	Other Revenue		
	Cash-on-Hand		
	Allowable In-Kind Towards the Match (May not exceed \$1,500.)		
	NDCA Grant Amount Requested (May not exceed \$1,500.)		
	Total Income		(Total income and expenses must match.)

	IN KIND	Amount	Itemize
<p><i>In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc. donated. Some examples include donated services, advertising, artist accommodations, space use, and printing. Do not record an in-kind donation unless it would otherwise have had to be purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate.</i></p>			
Itemize	Individual Artist Compensation (Example: Fundraising, NDCA Grant - \$400 (\$20 per hr x 20 hrs); Activity manager artist fee - \$500 (\$20 per hr x 25 hrs)		
Itemize	Other Project Personnel - Artistic (Example: Dancers - \$1,500 (3 dancers x \$500 (\$20 x 25 hrs)		
Itemize	Other Project Personnel - Other (Example: Concert sound and lighting set up -- \$500 (\$25 x 20 hrs)		
Itemize	Rental (Example: VFW room rental - (1 week - \$3,000)		
Itemize	Travel (Example: Hotel Lodging for hired artist - \$200 (2 nights x \$100)		
Itemize	Marketing and Advertising (Example: Radio advertisements - \$300; magazine advertisement - \$500)		
Itemize	Other Miscellaneous In-kind (Example: Volunteer online ticket sales - \$363 (50 hrs total volunteer hours x \$7.25)		
	Total In-Kind		Note: If claiming in-kind as part of the match, the total must at least match or be greater than the amount included in the "Allowable In-Kind Towards the Match" budget category.