

BUDGET INFORMATION

Total Project Cost \$ _____

Matching Funds* \$ _____ Source of Matching Funds _____

* Capital expenditures must have a 2:1 match. Check with the local cultural council to see if there are any additional match requirements.

PROJECT EXPENSES

A. Salaries/Fees

- 1. Artist/Humanist/ Interpretive Scientist \$ _____
- 2. Administrative \$ _____
- 3. Other _____ \$ _____
- TOTAL Section A \$ _____

B. Space Rental \$ _____

C. Travel \$ _____

D. Marketing \$ _____

E. Remaining Project Expenses

- 1. Equipment Rental \$ _____
- 2. Project supplies or consumables \$ _____
- 3. Printing \$ _____
- 4. Shipping/Postage \$ _____
- 5. Utilities/Telephone \$ _____
- 6. Insurance \$ _____
- 7. Other _____ \$ _____
- 8. Ensuring Access \$ _____
- TOTAL Section E \$ _____

F. Capital Expenditures \$ _____

G. TOTAL PROJECT EXPENSES*

(Sum of Totals in Sections A - F) \$ _____

*NOTE: Total Project Expenses and Total Project Revenue must be equal.

PROJECT INCOME

A. Earned Income \$ _____

B. Non-Government

- 1. Corporate/Business \$ _____
- 2. Clubs and Organizations \$ _____
- 3. Other _____ \$ _____
- TOTAL Section B \$ _____

C. Government

- 1. Other Local Cultural Councils \$ _____
(Attach list specifying LCC names and \$)
- 2. Other MCC Programs \$ _____

- 3. Other (Municipal, School, etc.) \$ _____

TOTAL Section C \$ _____

D. Applicant Cash \$ _____

E. Amount Requested from this LCC \$ _____

F. In-Kind Contributions \$ _____

(donated space, materials and/or services)

G. TOTAL PROJECT REVENUE*

(Sum of Totals in Sections A - F) \$ _____

Authorized Signature: The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Massachusetts Cultural Council and the granting local cultural council, if this application is approved. This person also agrees that reasonable accommodations will be made to insure that people with disabilities have equal physical and communications access, as defined by federal law and as outlined in the MCC's LCC Program Regulations and Guidelines.

Signature _____ Title _____ Date _____

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SUBMITTED BY DEADLINE? Yes No

\$ _____
Amount Approved _____ Signature of LCC Chair or Authorized LCC Member _____ Title _____ Date _____

PROJECT EXPENSES – explains the use of all funds

A. Salaries and Fees – expenses for all individuals who will be working on the project such as projected salaries required for any artist/humanist/interpretive scientists involved in the proposal, administrative staff, security, grounds crew, etc.

B. Space Rental – expenses needed for any space the project will be using such as rental of space for office, rehearsal, performance, workshop, or exhibit.

C. Travel – any expenses for travel related to the project such as fares, parking, gas, auto rental, etc.

D. Marketing – expenses for any publicity or advertising such as newspaper ads, radio time, web placement, and publicity materials etc.

E. Remaining Process Expenses - any remaining expenses that the project will require such as equipment rental, supplies, printing, postage, utilities, insurance, expenses for ensuring accessibility (wheelchair rental, ASL interpreter, etc), and any other project needs.

F. Capital Expenditures - any items that have a life expectancy of more than three years and a monetary value of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction or the renovation of a cultural facility. If the proposal is seeking to use LCC funds for a capital expenditure, the applicant must demonstrate a 2:1 match and must complete a set of supplemental questions (see www.massculturalcouncil.org).

G. TOTAL PROJECT EXPENSES

Sum of Totals in Section A-F

This amount should equal the Total Project Revenue (Line G of Project Income) and the Total Project Cost at the top of the budget form.

PROJECT INCOME – explains the source of all funds

A. Earned Income – any funds that the project will directly earn to go towards the project cost such as ticket sales, concessions, merchandise, etc.

B. Non-Government – funds granted or donated from non-government sources such as individual giving, corporate donations, foundation grants, etc.

C. Government – funds contributed from a government source such as municipalities, public schools, other MCC granting programs and other Local Cultural Councils.

D. Applicant Cash – any funds the individual applicant is planning to put into the project to cover expenses.

E. Amount Requested from this LCC – the amount requested in this grant proposal; should be the same as the amount listed on the first page under “Project Information”

F. In-Kind Contributions - monetary value for any contributed goods or services such as donated space, materials and/or personnel.

G. TOTAL PROJECT REVENUE

Sum of Totals in Section A – F

This amount should equal the Total Project Expenses (Line G of Project Expenses)

NOTE: Total Project Expenses and Total Project Revenue must be equal.