

**PART III: BUDGET**

**Budget – Expenses \*In-Kind = expenses you would normally pay cash for, but which are being donated.**

<b>Budget Line Item (Please include details)</b>	<b>Cash</b>	<b>In-Kind*</b>	<b>Notes: Please include any additional budget notes here</b>
1. Project Staff/Personnel (list below)			
2. Materials/Supplies/Rentals (list below)			
3. Publicity/Marketing (list below)			
4. Other - such as transportation, business license fees, insurance, if needed (list)			
<b>Subtotals, Cash &amp; In-Kind</b>			
<b>TOTAL EXPENSES (Cash + In-Kind = Total Expenses. Total Expenses must equal Total Income)</b>			

**Budget – Income \* In-Kind = any donated portion of your budget that you’re not having to use cash for. In-Kind income should equal the amounts shown above under In-Kind expenses.**

<b>Income Line Item (Please include details)</b>	<b>Cash</b>	<b>In-Kind*</b>	<b>Notes: Please indicate the status of the funding here (pending, requested, confirmed, etc.)</b>
1. Donations from Individuals			
2. Arts Council for Long Beach Microgrant			
3. Donations from Businesses, Foundations, other Government sources (list)			
4. Publicity/Marketing Donations			
5. Other Donations (list)			
<b>Subtotals, Cash &amp; In-Kind</b>			
<b>TOTAL INCOME (Cash + In-Kind = Total Expenses. Total Expenses must equal Total Income)</b>			

As noted in the Microgrant Guidelines, applicants can only request funding for up to \$1000. For budget questions, please contact [lisa.desmidt@artslb.org](mailto:lisa.desmidt@artslb.org).