

PRELIMINARY BUDGET

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

Budget Line Item (Please include details)	Cost	In-Kind*	Notes: Please include any additional budget notes here
1. Materials/Supplies/Rentals (list below)			
2. Publicity/Marketing (list below)			
3. Hiring Additional Artists			
4. Venue Fees, Ushers, Security, Cleaning Fees or Additional Staff			
5. Other - such as transportation, business license fees, insurance, if needed (list)			
Subtotals, Cost & In-Kind			
TOTAL EXPENSES (Cost + In-Kind = Total Expenses. Total Expenses must equal Total Income)			

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.

Ineligible Expenses

- Expenses incurred before the start date or after the ending date of the Grant Activity Period
- Expenses that would supplant other state funding*
- Operational, administrative, or indirect costs of schools, colleges, or universities
- Fundraising activities or services such as grant writing, annual campaigns, or fundraising events
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation
- Programs or services intended for private use, or for use by restricted membership (including programs that require college or university enrollment for participation)
- Projects with religious purposes
- Trusts, endowment funds, or investments
- Construction projects, purchase of land and buildings, or capital expenditures used to maintain, upgrade, acquire, or repair capital assets
- Equipment purchases (equipment rentals are eligible)
- Debt repayment
- Hospitality expenses, meals, or food
- Out-of-state travel