



## COMMUNITY PROJECT GRANT FY 2024–2025 BUDGET GLOSSARY

### BUDGET DEFINITIONS

#### INCOME (Earned):

**1 Admissions:** How much revenue will the applicant earn as a result of visitation? This refers specifically to museums, galleries, historical societies or any organization charging an entrance fee. If the applicant charges an admission fee for visiting artists or show or competition entries, do not include that amount here, but on Line 18, Other Earned Revenue.

**2 Ticket Sales:** How much revenue will the applicant earn as a result of all ticket sales for performances, presentations or special exhibitions, etc.? Do not include workshops or lectures. Subscription revenue should not be entered here, but on Line 12 of this section.

**3 Tuitions:** How much revenue will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures or lecture series.

**4 Workshop & Lecture Fees:** How much revenue will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc.

**5 Touring Fees:** How much revenue will the applicant earn as a result of public or private performances, exhibitions or other presentations offered away from the home or the applicant's usual presentation venue?

**6 Special Events – Other:** How much revenue will the applicant earn from events held for any purpose other than fundraising?

**7 Gift Shop/Merchandise Sales:** How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any revenue from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that revenue on Line 9.

**8 Gallery Sales:** How much revenue will the applicant earn from the sale of items in the applicant's gallery?

**9 Food Sales/Concession Revenue:** How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?

**10 Parking Concessions:** How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?

**11 Membership Dues/Fees:** How much revenue will the applicant earn from the collection of membership dues or fees? Include donations made in return for benefits such as free admission, discounts and invitations to special events.

**12 Subscriptions:** How much revenue will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?

**13 Contracted Services/Performance Fees:** How much revenue will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.

**14 Rental Income – Program Use:** How much revenue will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.

**15 Rental Income – Non-Program Use:** How much revenue will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.

**16 Advertising Revenue:** How much revenue will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?

**17 Sponsorship Revenue:** How much revenue will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.

**18 Other Earned Revenue:** Will the applicant receive any additional earned revenue?

**Subtotal Earned Revenue:** Add together all expenses listed in Proposal Support, Section A.

INCOME (Contributions):

**19 Trustee/Board Contributions:** How much will the applicant receive in donations from board members, trustees or advisors? Include all board contributions whether required by the applicant's by-laws or not.

**20 Individual Contributions:** How much will the applicant receive in donations from individuals who are not board members, trustees or advisors? Do not include any membership revenue reported in Line 11.

**21 Corporate Contributions:** How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship revenue entered on Line 17 above.

**22 Foundation Contributions:** How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.

**23 Government – City:** If the applicant receives multiple sources of support, please provide a detailed list.

**24 Government – County:** If the applicant receives multiple sources of support, please provide a detailed list.

**25 Government – State:** If the applicant receives multiple sources of support, please provide a detailed list.

**26 Government – Federal:** If the applicant receives multiple sources of support, please provide a detailed list.

**27 Special Events – Fundraising:** How much revenue will the applicant receive from events held specifically for fundraising purposes?

**28 Other Public Support:** What is the total amount in donations that will be received by the applicant that do not fall into the categories listed above?

**29 Parent Organization Support:** If the applicant, department or ongoing program is a part of or subsidiary of a larger organizations such as a university, enter any monetary support the applicant will receive from that parent on this line. This support may be in the form of a cash transfer or a budget line item.

**30 In-kind Contributions:** What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space? Examples of in-kind revenue would be the value of a donated computer, the value of free brochure printing services or the value of the rent on a donated

space used by the applicant. To determine whether an item should be counted as in-kind revenue, consult with a financial person or the applicant's auditor.

**Subtotal Support:** Add together all expenses listed in Proposal Expenses, Section A.

**Grant Total Expenses:** Add together the Proposal Support, Subtotal Earned Revenue Section A to the Subtotal Support for Section B to arrive at the Grand Total Expenses (A + B).

EXPENSES (Personnel):

**1–5 Salaries and Fringe:** List the total expense for salaried and hourly employees by category.

**Subtotal:** Add together all expenses listed in Proposal Expenses, Section A.

EXPENSES (Operating):

**6 Advertising & Marketing:** How much will the applicant spend on advertising and marketing including ad placement fees, professional consulting services, printing, etc.?

**7 Artist Commission Fees:** How much will the applicant spend on hiring individual artists to create original works of art, musical pieces, theatrical pieces or other works for use or exhibition by applicant?

**8 Artists & Performers – Non-Salaried:** How much will the applicant spend on consultants, such as artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in an exhibition or presentation of the applicant.

**9 Catering & Hospitality:** How much will the applicant spend on providing hospitality to visitors or guests including meals, food for meetings, gifts, etc.?

**10 Conferences & Meetings:** How much will the applicant spend on entrance fees to conferences and/or meetings attended by applicant's personnel? Include expenses incurred for meetings and/or conferences held or sponsored by the applicant.

**11 Cost of Sales:** How much will the applicant spend on inventory or merchandise intended for resale in a gift shop? If the applicant has its own food or catering services, include the cost of food and other related expenses in this line item.

**12 Equipment Rental:** How much will the applicant spend on the rental of office or other equipment such as computer hardware, copiers, etc.?

**13 Facilities – Other:** This item should include projected expenses associated with the applicant's physical plant, whether rented or owned and not listed in the Building and Grounds Maintenance, Rent or Utilities lines.

**14 Fundraising Expenses – Other:** How much will the applicant spend on fundraising activities such as special events, telethons, etc.?

**15 Fundraising Professionals:** How much will the applicant spend to hire consultants to design and perform fundraising activities?

**16 Honoraria:** During the fiscal year, how much will the applicant pay to guest speakers or lecturers?

**17 In-Kind Contributions:** What will the monetary value be of any contributions given to the applicant in the form of goods or services?

**18 Insurance:** How much will the applicant spend on insurance premiums for insurance, including general liability and directors and officers insurance? Do not include health or worker's compensation included in Fringe Benefits Line 5.

**19 Internet & Website:** How much will the applicant spend on website development, including design, maintenance, internet access, website hosting or email services?

**20 Lodging & Meals:** How much will the applicant spend on hotel or other fees associated with overnight stays, including meals, while any personnel were on business travel?

**21 Office Expense – Other:** Please list any other office expenses incurred by the applicant and not covered in the Equipment Rental & Maintenance, Postage and Shipping, Supplies or Telephone lines.

**22 Other\*\*:** Please list any other expenses incurred by the applicant and not specifically asked for in a line item on this form. If greater than 10% of total expenses, attach a separate schedule.

**23 Postage & Shipping:** How much will the applicant spend on postage and shipping, including overnight, messenger services and bulk mail fees?

**24 Printing:** How much will the applicant spend to print materials? Do not include printing for the express purpose of marketing included in Advertising & Marketing above or printing costs included in any other line item in this section.

**25 Production & Exhibition Costs:** How much will the applicant spend to create and produce any presentations or exhibitions, including supplies, materials and other related expenses? Do not include personnel costs.

**26 Programs – Other:** How much will the applicant spend to create and produce any other programs not included in Line 25 above including supplies, materials and other related expenses? This might include education programs, etc. Do not include personnel costs or items included on other lines in this section.

**27 Professional Development:** How much will the applicant spend on staff training, workshops or any other professional development activities?

**28 Professional Fees:** Are there other professional fees that will be incurred by the applicant for services that are not included in Accounting, Advertising & Marketing, Artists & Performers – Non-Salaried, Audit, Fundraising Professionals, Internet & Website or Legal Fees or any other lines in this section?

**29 Public Relations:** How much will the applicant spend on public relations, including professional consulting fees, public appearance fees, press placement fees, etc.?

**30 Rent:** How much will the applicant spend to lease an office, performance, exhibition, storage or any other space?

**31 Supplies:** How much will the applicant spend on supplies including office supplies, computer supplies or duplication services? Do not include supply expenses included on other lines in this section.

**32 Telephone:** How much will the applicant spend on telephone and/or data lines including mobile phone fees, 800 numbers, dedicated internet access phone lines, T-1 lines or cable modem lines?

**33 Touring:** How much will the applicant spend to bring touring programs to your location or to take an exhibition or production on tour? Do not include travel or lodging fees included in other expense line items.

**34 Travel:** How much will the applicant spend on travel, including business travel and transportation such as airfare, parking and commuting fees? Do not include expenses associated with tours included in Line 33 or any expense items included in Line 20 – Lodging & Meals.

**35 Utilities:** How much will the applicant spend for utilities, including gas, electric, heating, cooling, water and sewer services?

**Subtotal:** Add together all expenses listed in Proposal Expenses, Section B.

**Grant Total Expenses:** Add together the Proposal Expenses, Subtotal Salaries & Fringe, Section A to the Subtotal Expenses for Section B for the Grand Total Expenses (A + B).