

## GRIT FUND 2 BUDGET FORM

Please include projected expenses, anticipated income (if any), and the total project budget. Budget may include in-kind contributions. Please make sure that expenses and income balance (total expenses is equal to total income). The line items below are examples. Change categories and lines as needed but remember to adjust autocalcuations accordingly.

<b>Project Title:</b>	Sample Exhibition			
<b>Lead Organizer:</b>	Lu Zhang			
	<b>Cash</b>	<b>In Kind</b>	<b>Total</b>	<b>Description</b>
<b>EXPENSES</b>				
<b>FEES</b>				
Artist Fees	\$1,900.00		\$1,900.00	2 organizers (\$500 each) 3 artists (\$300 each)
Contractor Fees			\$0.00	
Insurance	\$200.00		\$200.00	Estimated for venue for 2 months
Permits			\$0.00	
Subtotal Fees	\$2,100.00	\$0.00	\$2,100.00	
<b>PRODUCTION + PUBLIC PRESENTATION</b>				
Materials and Supplies	\$300.00		\$300.00	Paint, rollers, dropclothes
Venue Rental	\$100.00	\$500.00	\$600.00	Donated by SpaceCamp at 16 W. North Ave
Documentation		\$250.00	\$250.00	Lead organizer will photograph exhibition
Contracted Services	\$300.00		\$300.00	Stipend to essayist for catalog essay
Publication	\$1,000.00		\$1,000.00	Exhibition Catalog printing and design, 100 copies, 4" X 9"
Distribution			\$0.00	
Refreshments for opening	\$200.00		\$200.00	Wine, beer, cheese, crackers
Equipment	\$350.00		\$350.00	Epson projector for artist talk
Subtotal Production	\$2,250.00	\$750.00	\$3,000.00	
<b>MARKETING</b>				
Fliers	\$100.00		\$100.00	200 full color prints
Postcards	\$100.00		\$100.00	500 4" X 6"

Posters		\$100.00	\$100.00	Donated by Work Printing
Web and media	\$150.00	\$250.00	\$400.00	Facebook ads and promo via existing website
Subtotal Marketing	\$350.00	\$350.00	\$700.00	
<b>TOTAL EXPENSES</b>	<b>\$4,700.00</b>	<b>\$1,100.00</b>	<b>\$5,800.00</b>	
<b>INCOME</b>				
Grit Fund grant			\$4,500.00	This is the amount you are requesting
Other grants				
Other cash donations				
In-Kind (goods/services)			\$1,100.00	This should equal total inkind expenses above
Merchandise Sales			\$200.00	Catalogs priced at \$10, expect to sell 20
Ticket Sales				
<b>TOTAL INCOME</b>			<b>\$5,800.00</b>	
<b>TOTAL INCOME minus TOTAL EXPENSES</b>			<b>\$0.00</b>	This amount should equal zero

Please use the space below to clarify any unusual circumstances connected to your budget for this project:

SAMPLE BUDGET