

**ARTS CULTURAL ENRICHMENT PROGRAM
PROGRAM/PROJECT BUDGET**

SAMPLE PAGE

APPLICANT:	Art Organization	PROJECT:	Art for All		
<i>Instructions: Enter cash revenue and expenses only. In-kind contributions are reported on page 2.</i>					
REVENUE	City of Savannah	Other Revenue	Total Revenue	Confirmed? Yes, No, Pending	
GOVERNMENT	<i>Enter</i>	<i>Enter</i>	<i>Auto-Fill</i>	<i>Enter</i>	
CITY OF SAVANNAH <i>(Programs cannot receive funds from multiple City sources.)</i>	\$ 50,000	\$ -	\$ 50,000		
CHATHAM COUNTY	\$ -	\$ 15,000	\$ 15,000		
OTHER: STATE OF GEORGIA - ARTS COMMISSION GRANT	\$ -	\$ 9,000	\$ 9,000		
BUSINESSES/CORPORATIONS					
COMPANY A	\$ -	\$ 5,000	\$ 5,000		
COMPANY B	\$ -	\$ 7,000	\$ 7,000		
COMPANY C	\$ -	\$ 6,000	\$ 6,000		
	\$ -		\$ -		
	\$ -		\$ -		
REVENUE FROM OPERATIONS					
ADMISSION FEES	\$ -	\$ 1,000	\$ 1,000		
MEMBERSHIP FEES	\$ -	\$ 2,300	\$ 2,300		
CLASSES/WORKSHOP FEES	\$ -	\$ 3,000	\$ 3,000		
VENDORS (COMMISSIONS, FEES)	\$ -	\$ 1,700	\$ 1,700		
OTHER (Cash donations, Foundations, etc.)					
FOUNDATION A	\$ -	\$ 5,000	\$ 5,000		
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
TOTAL REVENUE:	\$ 50,000	\$ 55,000	\$ 105,000	<i>Auto-Fill</i>	
PERCENT OF REVENUE <i>(City funds must not exceed non-City funds.)</i>	47.6%	52.4%	100%	<i>Auto-Fill</i>	
<i>Note: Total Revenue must EQUAL Total Expenses.</i>					
EXPENSES	City of Savannah	Other Expenses	Total Expenses		
PERSONNEL FEES	<i>Enter</i>	<i>Enter</i>	<i>Auto-Fill</i>		
ADMINISTRATIVE PERSONNEL	\$ 1,000	\$ 3,000	\$ 4,000		
ARTISTS	\$ 6,000	\$ 5,000	\$ 11,000		
PRODUCTION/TECHNICAL PERSONNEL	\$ 10,000	\$ 10,000	\$ 20,000		
TOTAL PERSONNEL FEES* <i>(Itemize Personnel Fees on Page 2.)</i>	\$ 17,000	\$ 18,000	\$ 35,000	<i>Auto-Fill</i>	
SUPPLIES AND EQUIPMENT FEES					
OFFICE	\$ 1,000	\$ 2,000	\$ 3,000		
PRODUCTION/TECHNICAL	\$ 7,000	\$ 7,000	\$ 14,000		
TOTAL SUPPLIES AND EQUIPMENT FEES	\$ 8,000	\$ 9,000	\$ 17,000	<i>Auto-Fill</i>	
MARKETING FEES					
DESIGN/DEVELOPMENT	\$ 2,000	\$ 1,000	\$ 3,000		
ADVERTISING/PROMOTION	\$ 4,000	\$ 8,000	\$ 12,000		
TOTAL MARKETING FEES	\$ 6,000	\$ 9,000	\$ 15,000	<i>Auto-Fill</i>	
SPACE RENTAL FEES					
PROGRAM SPACE	\$ 15,000	\$ 5,000	\$ 20,000		
CONCERT HALL	\$ 4,000	\$ 4,000	\$ 8,000		
			\$ -		
TOTAL SPACE RENTAL FEES* <i>(Itemize Space Rentals on Page 2.)</i>	\$ 19,000	\$ 9,000	\$ 28,000	<i>Auto-Fill</i>	
OTHER EXPENSES/CONTRACTED SERVICES					
FOOD/CATERERS	\$ -	\$ 10,000	\$ 10,000		
		\$ -	\$ -		
		\$ -	\$ -		
TOTAL EXPENSES:	\$ 50,000	\$ 55,000	\$ 105,000	<i>Auto-Fill</i>	
"ALERT!" appears when Expenses do not equal Revenue. Please correct!				<i>Auto-Fill</i>	

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Instructions: Enter In-Kind Contributions. Matching Requirements will auto-calculate.

IN-KIND CONTRIBUTIONS

Organization Name	Goods or Professional Service	Dollar Value	Source/Method of Calculation
City of Savannah (if applicable)	event parking	\$ 3,000	Letter of confirmation
ABC Theatre	costumes	\$ 5,000	Store rental prices
DEF Events, Inc.	tables, chairs, tents	\$ 5,000	Online price comparison
Saxon Security	security guards at venues	\$ 8,000	Letter of donation
JKL Print Shop	invitations, programs, posters	\$ 5,000	Print shop invoice with cost estimate

TOTAL IN-KIND MONETARY VALUE: \$ **26,000**

Cash-to-Inkind Ratio (excludes City): Volunteer Organizations - minimum 30:70 Cash/Inkind Ratio; Paid Organizations - 50:50 Cash/Inkind Ratio

	Non-City Cash Revenue (page 1):	\$ 55,000	71%	
	Non-City In-Kind Revenue:	\$ 23,000	29%	
	Total Non-City Revenue:	\$ 78,000	100%	

FUNDING MATCH

TOTAL REQUESTED CITY CONTRIBUTION - Cash Revenue Only (Page 1):	\$ 50,000	39%	<--Cannot exceed 50%
TOTAL NON-CITY CONTRIBUTION - Cash and In-Kind Revenue (Above):	\$ 78,000	61%	
TOTAL CONTRIBUTIONS:	\$ 128,000	100%	

BUDGET EXPLANATIONS

PERSONNEL FEES: *Enter job titles, number of staff, and total pay for project work only. Total Personnel Fees should match Page 1 totals.*

ADMINISTRATIVE	Page1 Subtotal \$		# Staff	Total Pay	
Office Assistant	\$ 4,000		1	\$ 300	
Marketing Coordinator			1	\$ 1,000	Subtotal
Program Manager			1	\$ 2,700	\$ 4,000
ARTISTS	Page1 Subtotal \$ 11,000				
Banging Heads Band			4	\$ 7,000	
Dance Troupe			7	\$ 2,000	Subtotal
Lecturers/Speakers (\$200/event x 10 events)			5	\$ 2,000	\$ 11,000
PRODUCTION/	Page1 Subtotal \$ 20,000				
Sound Team			5	\$ 8,000	
Lighting Team			3	\$ 4,000	Subtotal
Stage Manager/Stage Hands			6	\$ 8,000	\$ 20,000
TOTAL PERSONNEL FEES	Page 1 Total: \$ 35,000		33	\$ 35,000	

SPACE RENTAL FEES: *Enter space rental information below. Total Space Rental Fees should match Page 1 total.*

LOCATIONS (Name, Street Address, City, State, Zip Code)	TYPE (Office, Rehearsal, Performance, Event)	# Rentals	Total Fees
Mystics, 1240 E. Illusion Ave, Savannah GA 31404	Rehearsal & Mini-Performances	14	\$ 14,000
Fantasy Land, 1000 Television Circle, Savannah, GA 31409	Concert Hall	4	\$ 8,000
Hanging On, 559 Thread Street	Courtyard Event	1	\$ 1,000
Aiming High, 101 Radar Rd	Lecture Hall	10	\$ 5,000
			\$ -
TOTAL SPACE RENTAL FEES	Page 1 Total: \$ 28,000	29	\$ 28,000