



Cultural Facilities Grant Application | Building a Budget FY2021

A complete and detailed budget and budget narrative for the project must be included in the [application](#). Here are some tips on building a proposed budget.

- Include only allowable expenses. Read the [guidelines](#) to see what can be funded
- Include all costs related to the specific project. Do not include costs that are not part of the project or are part of a larger capital campaign for the building (e.g., if requesting funds for a new heating system, include only the costs related to installing a new heating system)
- Make sure the budget is realistic and reasonable. Reviewers look at the budget to see if estimates are sensible and if the project can be successfully completed
- Cultural Facilities Grant funds must be matched on a 1:1 basis. At least 50% of the match must be in cash. Up to 50% can be in well-documented in-kind materials and/or labor. Funds from other state sources may not be used for the match. Show this in the budget
- Applicant cash is the amount that the applicant will contribute to the project. It can be from an existing savings or checking account that the applicant has on hand already
- Provide a balanced budget. Total income + total in-kind support = total expenses
- Be clear and direct in the budget narrative. Explain how you arrived at each of the numbers in the budget. Those numbers should make direct reference and correlate with the estimate(s) submitted with the application. Provide details about any in-kind support. Include whether the anticipated income is pending, proposed, or secured funding

Budget Example (numbers further explained in budget narrative which follows):

EXPENSES – Personnel		IN-KIND – Personnel		INCOME – Earned	
contractor	\$9,814	contractor		admissions	
builder		builder		other earned	
electrician		electrician			
other services		other services	\$600	INCOME – Contributions	
				corporate/business	
EXPENSES – Non-personnel		IN-KIND – Non-personnel		foundation	
capital purchases		capital purchases		individual	\$4,861
technical equipment		technical equipment		other private	
materials/supplies	\$5,107	materials/supplies			
other		other		INCOME – Government	
TOTAL EXPENSES	\$14,921	TOTAL IN-KIND	\$600	local	
				other state	
				federal	
				INCOME – Grantee and Council	
				applicant cash	\$2,000
				total in-kind	\$600
				grant request	\$7,460
				TOTAL INCOME	\$14,921

Budget Narrative Example:

We have estimates from two very experienced contractors, but our first choice is ABC Contractor. Their bid was slightly lower and we have an established relationship with them. They continually impress us with their highly professional work quality and overall approach.

Expenses – Personnel

contractor: \$9,814 (all quotes from ABC Contractor for labor)
\$2,827 – estimate for concrete removal, repair, replacement
\$2,833 – estimate for asphalt
\$3,758 – estimate for renovating and installing railing
\$396 – estimate for installing two accessible parking signs and posts

Expenses – Non-Personnel

materials/supplies: \$5,107 (all quotes from ABC Contractor)
\$1414 – for concrete removal, repair, replacement
\$1,417 – asphalt
\$1,879 – handrail
\$397 – accessible parking signs and posts

In-kind - Personnel

other services: \$600 – in-kind contribution for reduced price for handrail

Income – Contributions

individual: \$4,861 – several contributions from different donors (secured)

Income – Grantee and Council

applicant cash: \$2,000 – funds from the organization's savings (secured)
grant request: \$7,460

Questions?

[Send an email to Michele Bailey](#) or call her at 802.828.3294.