



Cultural Facilities Grant Application | Building a Budget

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 (including 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.
- Be sure the amounts and scope of work outlined in estimates match the numbers included in the budget and the project/budget narrative

Budget Example *(numbers further explained in budget narrative that follows)*

The budget tab in the online application has three tables for expenses, in-kind contributions, and income. You have the option of adding descriptions and amounts under “other expenses” and “other in-kind contributions.”

EXPENSES

Expense	Amount
Personnel Expenses	
Contractor Labor	\$9814
Builder Labor	
Electrician Labor	
Other Labor	
Non-Personnel Expenses	
Capital Purchases	
Technical Equipment	
Materials/Supplies	\$5107
Other Expenses	
TOTAL EXPENSES	\$14,921

IN-KIND

In-Kind Contribution	Amount
Personnel In-Kind	
Contractor Labor	
Builder Labor	
Electrician Labor	
Other Labor	
Non-Personnel In-Kind	
Capital Purchases	
Technical Equipment	
Materials/Supplies	
Other In-Kind Contributions	
handrail	\$600
TOTAL IN-KIND	\$600

INCOME

Income	Amount
Earned Income	
Admissions	
Other Earned Income	
Contributions	
Corporate/Business	
Foundation	
Individual	\$4861
Other Private Contributions	
Government	
Local	
Other State	
Federal	
Applicant Contribution	
Applicant Cash*	\$2000
SUBTOTALS	
Subtotal Income (Earned + Contributions + Government + Applicant)	\$6861
Total In-Kind Contributions	\$600
Subtotal Matching Income (Subtotal Income + Total In-Kind Contributions)	\$7,461
Grant Request*	\$7,460
TOTAL INCOME (Subtotal Matching Income + Grant Request)	\$14,921

Budget Narrative Example:

We have estimates from two very experienced contractors, but our first choice is ABC Contractor. Their estimate 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 802.402.4614.