



Building a Head Start Arts Integration Grant Budget | FY2020

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 all costs related to the project. If you are working with a partner such as a Head Start agency or provider, include your partner’s expenses such as administration time, classroom teacher time, and/or materials
- Head Start Arts Integration Grant funds must be matched on a 1:1 basis. The match can be from contributions by the applicant, Head Start partner or provider, and/or other sources. Show this in the budget
- Provide a balanced budget. Total income=total expenses
- Make sure the budget is realistic and reasonable. Reviewers look at the budget to see if the project can be successfully completed
- Be clear and direct in the budget narrative. Explain how you arrived at each of the numbers in the budget. Include whether the income is pending, proposed, or secured

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

EXPENSES		INCOME	
administration	\$1,650	grant request	\$4,000
artist fees	\$3,000	applicant contribution	\$390
classroom teacher time	\$5,250	Head Start partner contribution	\$6,680
accessibility	\$200	other contributions	\$500
materials/supplies	\$220		
travel	\$200		
other	\$1,050		
TOTAL EXPENSES	\$11,570	TOTAL INCOME	\$11,570

Budget Narrative Example

Applicant Expenses

administration: \$1,500

Our staff will coordinate and evaluate the program over the course of 63 hours at a rate of \$24/hour

artist fees: \$3,000

The artist will provide 25 contact hours in 5 classrooms at a rate of \$20/hour

The artist will provide 5 hours per classroom for planning and collaboration at a rate of \$20/hour

materials: \$220

The expected cost of materials for the visual art class, handouts, and training materials

travel: \$200

The teaching artist will be traveling to various locations. We expect the artist to travel 350 miles at a standard federal rate of .58/mile

Head Start Partner's Expenses

administration: \$150

Head Start partner staff will contribute 7.5 hours of administrative time at a rate of \$20/hour allowing for communication with teachers and assisting with evaluation.

classroom teacher time: \$5,250

Teachers will communicate with the artist, support the artist in the classroom, participate in planning and professional development. Ten teachers from five classrooms will contribute 35 hours at a rate of \$15/hour

accessibility: \$200

These funds are reserved primarily for interpreter services, but may be used for adaptable materials, assistant support, or other accessibility-related costs as needed

other: \$1,050 for benefits

staff fringe benefits are 20% of administrative and staff costs

Income

grant request: We are requesting an award of \$4,000 from the Vermont Arts Council. \$3,000 will be used for teaching artist fees and \$1,000 will support our staff in administrating and evaluating the project.

applicant contribution: We have committed \$390 to the project from general operating funds. We will attempt to offset these costs through donations or a small grant.

Head Start partner contribution: Our Head Start partner is committed to the project and has agreed to contribute \$6,680 to the project through classroom teacher salaries and benefits, administrative salaries and benefits, and accessibility services as needed.

other contributions: The XYZ Family Foundation has dedicated \$500 in funding toward the project.

Questions?

[Send an email to Troy Hickman](#) or call him at 802.828.3778.