



## Building a Budget | FY2025 Cultural Facilities Grant Application

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 for the Cultural Facilities Grant application.

- 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).
- Contingency costs due to rising materials costs and labor shortages may be included but should not exceed 5-10% of the overall project budget.
- Make sure the budget is realistic and reasonable. Reviewers look at the budget to see if estimates are referenced in the budget, are realistic, and if the project can be successfully completed.
- Cultural Facilities Grants 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.
- Only include allowable expenses. [Read the guidelines](#) to see what can be funded.
- 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** (continues on the next page):

| EXPENSE   | AMOUNT          |
|---|-----------------|
| <b>Personnel Expenses</b>                                   |                 |
| Contractor Labor  | \$9,814         |
| Builder Labor   |                 |
| Electrician Labor   |                 |
| Other Labor   |                 |
| <b>Non-Personnel Expenses</b>                               |                 |
| Capital Purchases   |                 |
| Technical Equipment   |                 |
| Materials/Supplies  | \$5,107         |
| <b>Other Expenses</b>                                       |                 |
| Other   |                 |
| <b>SUBTOTAL EXPENSES</b>                                    | <b>\$14,921</b> |
| Contingency (typically 5-10% of the overall project budget) | \$1,492         |
| <b>TOTAL EXPENSES</b>                                       | <b>\$16,413</b> |

| IN-KIND CONTRIBUTION               | AMOUNT       |
|------------------------------------|--------------|
| <b>Personnel In-Kind</b>           |              |
| Contractor Labor                   | \$600        |
| Builder Labor                      |              |
| Electrician Labor                  |              |
| Other Labor                        |              |
| <b>Non-Personnel In-Kind</b>       |              |
| Capital Purchases                  |              |
| Technical Equipment                |              |
| Materials/Supplies                 |              |
| <b>Other In-Kind Contributions</b> |              |
| Other                              |              |
| <b>TOTAL IN-KIND</b>               | <b>\$600</b> |

| INCOME                      | AMOUNT  |
|-----------------------------|---------|
| <b>Earned Income</b>        |         |
| Admissions                  |         |
| Other Earned Income         |         |
| <b>Contributions</b>        |         |
| Corporate/Business          |         |
| Foundation                  |         |
| Individual                  | \$4,861 |
| Other Private Contributions |         |
| <b>Government</b>           |         |
| Local                       |         |
| Other State                 |         |

|   |                 |
|---|-----------------|
| Federal   |                 |
| <b>Applicant Contribution</b>   |                 |
| Applicant Cash  | \$2,746         |
| <b>SUBTOTALS</b>  |                 |
| <b>Subtotal Income</b>  | <b>\$7,607</b>  |
| <b>Total In-Kind Contributions</b>  | \$600           |
| <b>Subtotal Matching Income (Subtotal Income + Total In-Kind Contributions)</b> | <b>\$8,207</b>  |
| <b>Grant Request*</b>   | \$8,206         |
| <b>TOTAL INCOME (Subtotal Matching Income + Grant Request)</b>                  | <b>\$16,413</b> |

**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: \$9814 (all quotes from ABC Contractor for labor)  
 \$2827 – estimate for concrete removal, repair, replacement  
 \$2833 – estimate for asphalt  
 \$3758 – estimate for renovating and installing railing  
 \$396 – estimate for installing two handicap parking signs and posts

**Expenses – Non-Personnel**

materials/supplies: \$5107 (all quotes from ABC Contractor)  
 \$1414 – for concrete removal, repair, replacement  
 \$1417 – asphalt  
 \$1879 – handrail  
 \$397 – handicap parking signs and posts  
 \$1492 – due to the rising materials costs and labor shortage we have included a contingency of 10% of the overall project budget.

**In-kind - Personnel**

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

**Income – Contributions**

individual: \$4861 – several contributions from different donors (secured)

**Income – Grantee and Council**

applicant cash: \$2746 – funds from the organization’s savings (secured)  
 grant request: \$8206

**Questions?**

[Send an email to Michele Bailey](#) or call her at 802.402.4614.