

EXCHANGE GRANT - PROJECT BUDGET TEMPLATE



LEAD APPLICANT: Paper, Rock, Scissor Ensemble

PARTNERS: Tic Tac Toe Collective

SAMPLE

EXPENSES:

INSTRUCTIONS: Please use the columns below to detail your **total project budget**. Please indicate how the project's cash expenses will be divided between partners, and identify goods and services donated by in kind (non-cash) sources. Categories and descriptions may be modified to fit the needs of your proposed project, but please make sure you do not alter the provided formulas. We also ask that you include details in the column labeled "Notes" to explain how each line item was calculated (incl. # of travelers, # and dates of trips, basis for per diem calculations and wage/fee allocations, etc.). NOTE: Exchange grant funds may not be used for international activities.

	CASH EXPENSES: SUPPORTED BY NET/TEN GRANT					CASH EXPENSES: SUPPORTED BY OTHER CASH SOURCES					NON-CASH EXPENSES: IN KIND	Notes
	Lead Applicant	Partner	2nd Partner <i>(if applicable)</i>	3rd Partner <i>(if applicable)</i>	TOT CASH EXPENSES: NET/TEN SUPPORT	Lead Applicant	Partner	2nd Partner <i>(if applicable)</i>	3rd Partner <i>(if applicable)</i>	TOT CASH EXPENSES: OTHER SOURCES SUPPORT		
PERSONNEL EXPENSES:												
Salaries/Wages/Payroll Taxes	\$2,000	\$1,700			\$3,700					\$0		Full time staff from both partners
Fees/Royalties/Honorariums					\$0	\$500				\$500		Honorarium for guest speaker
Other Personnel Exp. (please specify)		\$700			\$700					\$0	\$300	Translator for wkshp, discounted services
NON-PERSONNEL EXPENSES:												
Travel:												
Travel/Transportation	\$500				\$500					\$0		Gas for van
Housing/Accommodations	\$1,480				\$1,480					\$0		7 nights for 2 artists
Per Diems	\$560				\$560					\$0		Per diems
Inter-City/Ground Transport		\$110			\$110					\$0		Subway fares for local artists
Other Travel Exp. (please specify)					\$0	\$400				\$400		Plane flight for guest speaker
Exchange Project Activities:												
Space Rental (for exchange activities)					\$0					\$0	\$3,000	Provided by Veteran's Hall
Equipment/Supplies/Materials	\$460	\$240			\$700					\$0	\$100	Workshop supplies, handbooks, materials on hand at TTT Ensemble
Printing/Copying					\$0	\$150				\$150		handbooks, copy machine monthly fee
Postage/Shipping/Delivery					\$0					\$0		
Other Project-Related Exp. (please specify)					\$0					\$0		
Engagement Activities & Documentation:												
Space Rental (for engagement activities)					\$0					\$0	\$1,200	Donated by local school
Supplies/Materials		\$250			\$250					\$0	\$100	materials on hand at TTT Collective
Marketing Expenses					\$0					\$0		
Other Engag./Docum. Exp. (please specify)					\$0	\$3,500				\$3,500		Documentary Crew covered by PRS Community Fdn Grant
	\$5,000	\$3,000	\$0	\$0	\$8,000	\$3,650	\$900	\$0	\$0	\$4,550	\$4,700	

CASH EXPENSES (SUPPORTED BY NET/TEN GRANT):	\$8,000
+ CASH EXPENSES (SUPPORTED BY OTHER SOURCES):	\$4,550
+ NON-CASH EXPENSES (IN KIND):	\$4,700
= TOTAL PROJECT EXPENSES:	\$17,250

INCOME:

INSTRUCTIONS: Project income must equal project expenses. Exchange Grants require a 1:1 match. Projects with budgets up to \$5,000 may use in-kind sources entirely for the match (i.e. you can request a \$3k grant and must show \$3,000 of in-kind support). For projects with budgets greater than \$6,000, at least half the match must be in cash (i.e. for a \$8,000 project, you can request a \$4k grant and must show a match of \$4k - at least \$2K in cash and \$2k of in-kind support). Any partner in the Exchange may provide the match; does not need to come from the applicant. Additional information about matching can be found in the FAQ portion of the website. Applicants must notify NET of any changes to matching funds.

SAMPLE

	CASH INCOME: NET/TEN GRANT					CASH INCOME: OTHER SOURCES					NON-CASH INCOME: IN KIND	Notes		
	Lead Applicant	Partner	2nd Partner (if applicable)	3rd Partner (if applicable)	TOTAL INCOME: CASH	Lead Applicant	Partner	2nd Partner (if applicable)	3rd Partner (if applicable)	TOTAL INCOME: CASH				
NET/TEN Exchange Grant Request	\$5,000	\$3,000			\$8,000								Please use this space to indicate if funds are secured or pending and to make additional notes about how grants funds will be distributed	
Community Foundation						\$3,500				\$3,500				Grant to PRS Ensemble for documentation
Tic Tac Toe Collective							\$900			\$900	\$200			TTT Collective will secure a donation to cover speaker honorarium (\$500), travel (\$400), and provide use of copy machine for materials
Paper, Rock, Scissor Ensemble						\$150				\$150				Covered by PRS Ensemble general operating
Local Vetran's Hall										\$0	\$3,000			Providing space for 4 day workshop
Local School										\$0	\$1,200			Providing performance space for lecture and community performance
										\$0	\$300			Discounted services for community event
										\$0				
TOTAL:	\$5,000	\$3,000	\$0	\$0	\$8,000	\$3,650	\$900	\$0	\$0	\$4,550	\$4,700			

CASH INCOME (NET/TEN GRANT REQUEST):	\$8,000
+ MATCHING FUNDS - CASH INCOME (OTHER SOURCES):	\$4,550
+ MATCHING FUNDS - NON-CASH INCOME (IN KIND):	\$4,700
= TOTAL PROJECT INCOME:	\$17,250