

TRAVEL GRANT - PROJECT BUDGET TEMPLATE



SAMPLE

APPLICANT'S NAME: Paper, Rock, Scissor Ensemble

INSTRUCTIONS: Please use the form below to detail how the grant funds will be expended during the proposed project. These are suggested categories and should be modified as needed to reflect your proposed project. Please include details in the "Budget Notes" column explaining how each line item was calculated (incl. # of travelers, #/dates of trips, basis for per diem calculations and wage/fee allocations, etc.). If an expense is not covered by grant, please specify if it is donated, in-kind, or covered by other sources. If project expenses exceed the grant amount requested (\$2,000 maximum request), please provide additional information about how the extra costs will be financed in the space provided at the bottom of the page.

EXPENSES:

	Covered by NET/TEN Travel Grant	Covered by Other Sources of Income	Budget Notes
Personnel Expenses:			
Applicant Wages/Fees/Payroll Taxes	\$500.00		\$250 for each PR artist (2)
Partner Wages/Fees/Honorariums	\$250.00	\$200.00	\$200 in kind donation, figured at \$20/hr
Translators/Interpreters	\$100.00		Honorarium for ASL consultant
Other Honorariums/Wages/ Fees			
Travel Expenses:			
Applicant Travel/Transportation			
Partner Travel/Transportation	\$900.00		2 Roundtrip tickets NYC/LAX
Applicant Housing/Accommodations			
Partner Housing/Accommodations		\$500.00	In-kind homestays
Per Diems	\$150.00	\$150.00	2 artists \$30/5 days, half covered by gen operating funds
Visa/Legal Fees			
Other Project-Related Expenses:			
Host's Administrative/Project Expenses			
Marketing/ Documentation			
Research Materials		\$800.00	Covered by LA County Grant
Space Rental		\$2,000.00	In-kind donation
Postage/Shipping	\$100.00		Additional baggage fees
Other (_____) <i>please specify</i>			
TOTAL EXPENSES:	\$2,000.00	\$3,650.00	

PLEASE NOTE: Travel Grants do not support production costs, tours, or equipment purchase. Funds may not be used to support professional development activities, such as conferences, or for attendance at pre-existing public workshops, festivals, trainings, or similar events.

INCOME:

			Notes
Requested Travel Grant Amount (\$500 to \$2,000)	\$2,000.00		
Other Sources of Income**		\$3,650.00	\$800 from LA County (pending), \$2,700 of in-kind support provided by host in NYC (secured), \$150 (half of per diems) covered by gen op funds.

*Project expenses must equal project income

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