

## Project Budget

Even if you are applying for a specific line item from your project plan for funding, present the budget for the entire project. When in doubt, always contact staff.

- Remember to double-check your totals! Many applications receive a low ranking when project expenses do not add up or match income.
- Value in-kind costs as though they are to be paid at regular market rates. Your vendors should be able to provide current estimates of costs for their in-kind services.
- Make certain you do NOT include regular personnel overhead costs (staff who would be paid by the organization whether or not your project was taking place). Contract personnel added for the project, including fundraising professionals, may be a part of your overall project expenses, but remember that Lodging Tax funds cannot be used to pay for fundraising costs, financing costs or contingencies associated with a capital project.
- Total Cash Expenses should NOT include in-kind costs. Total Cash Expenses should EQUAL Total Projected Income.
- Item #1 in the Project Income section, Applicant’s Contribution, should NOT include Board donations – (see Item #5 for that category). Item #1 refers to any reserve funds that will be applied to the project or special events funds that will be used for the project.
- Be as specific as possible regarding all potential sources of revenue.

Organization’s Name:

### PROJECT BUDGET

#### A. Project Expenses

Cash

In-Kind

##### 1. Design

Cost breakdown by phase including feasibility studies, architectural, design, engineering and other consultant fees, design development, schematics, construction drawings, bid documents:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Sub-Total:**

##### 2. Construction/Renovation Costs

Cost estimate breakdown, including sales tax:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Sub-Total:**



**PROJECT BUDGET (continued)**

B. Project Income (CASH ONLY)	Projected Income	Check if applied/ requested	Amount Confirmed
1. Applicant's Contribution			
2. Corporations (identify)			
3. Foundations (identify)			
4. Government (including federal, state, and local agencies)			
5. Individual Donors			
Board			
Others			
6. Other (describe)			
7. Amount requested from the 4Culture Heritage Cultural Facilities Program			
8. Total Projected Income (*Note: <u>Total Projected Income</u> should <b>equal</b> <u>Total Cash Expenses</u> reported in the previous section.)			
9. Total Funds Confirmed (*This will <b>not</b> include your request from the 4Culture 2011 Heritage Cultural Facilities Program.)			

**PROJECT BUDGET (continued)**

**C. Project Budget Notes**

*If you have budget items that you think require additional clarification, you may use this space provide that additional information. For example, discrepancies in income and/or expenses, or how you arrived at your figures.*

Line Number	Note:
