

Sample Budget

Most applications will require you to present a budget showing the projected expense and revenue associated with your project. It is a good rule of thumb to have applications pending that will total 4 times your needed revenue. Many foundations will not meet your full request. A budget is best presented in a spreadsheet format.

The figures in this column are fictional. Replace them with your actual budget figures

Expenses

Ballet Austin fee	\$17,000.00
Theater rent	\$2,500.00
Sound equipment	in-kind
Lighting rentals	\$1,200.00
Theater crew	\$2,500.00
Theater staff (front of house)	\$1,000.00
Paid advertising	\$1,200.00
Posters	in-kind
Fliers (lay-out and printing)	\$350.00
Programs (lay-out and printing)	\$450.00
Total Expense	\$26,200.00

Earned Revenues

Ticket sales (avg. ticket price X # of seats sold) \$18,000.00

Contributed Revenue

Foundations	\$3,000.00
Corporations	\$3,000.00
Individual	\$2,000.00
Government	\$1,200.00
Touring roster	\$1,500.00
Total Revenue	\$28,700.00

\$2500 profit will be restricted for use in presenting future performing arts events

In general, revenue should equal expense but, in the case of this initiative, the goal will be for presenters to show some profit to be held in reserve for the next performing arts event for the community.

From Ballet Austin Tool-kit