

# SARATOGA ARTS

ARTS CENTER | ARTS COUNCIL

## **2015 Saratoga Program for Arts Funding Budget Form Instructions**

### **To Start:**

In the grants section of the Saratoga Arts website ([www.saratoga-arts.org/grants](http://www.saratoga-arts.org/grants)), click to access the Budget Excel Form. Please make sure you have downloaded the 2014 SPAF Project Grant Budget Form.

The 2015 SPAF Budget Form is in Microsoft Excel, with several convenient features.

### **Among them:**

- Rows will expand to accommodate the amount of information entered. Please note: lengthy explanations or lists should be included on a separate sheet of paper, simply type “see attached” in appropriate row.
- Auto Sum: To avoid mathematical errors this form has been formatted to automatically total entries for Revenue and Expenses.
- Error Message: SPAF budgets must balance, meaning that the Revenue plus the SPAF Grant request should equal Expenses. If your budget does not balance, this form will tell you not only that it doesn't balance, but why. (See “Does your budget balance?” item)
- % funded by SPAF: A SPAF Grant is not meant to fund 100% of any program. This form has been formatted to automatically calculate the percentage of your budget which will be funded by SPAF.

The SPAF Budget Form also includes forms you will need for your final report (if funded). Please keep a digital copy.

### **Note:**

Applicants must use the budget form included in the application. No other budget format will be accepted. Budgets must be typed.

### Quick Steps To Follow When Filling Out Budget Form:

1. List all of your expenses and estimate how much each will cost.
2. List all of your expected income. Please do not list grants or sponsorships that you have not yet secured.
3. Once you've done this, toward the bottom of the sheet you'll see a grey section labeled SPAF Request (C). Whatever number is next to that box is your SPAF Request:

Total Expenses (B)	\$	-
- Total Revenue (A)	\$	-
SPAF Request (C)	\$	-

4. Then, look at your expense sheet and assign part of your SPAF Request to each appropriate line item in your expense section. Example: your expense might be \$800 in artist fees. You may then choose to assign \$800 of your SPAF Request to pay for the \$800 artistic fee.
5. From there, assign parts of your SPAF Request to the different line items in your Expense section. Remember the three most important things for SPAF funds to go to are: Artist Fees, Materials/Supplies and Promotion and Outreach.
6. Don't forget to double check that your budget balances. If it doesn't, you'll see an error message toward the bottom of the sheet:

If Revenue + SPAF Request Exceeds Expenses an "No" message will appear.

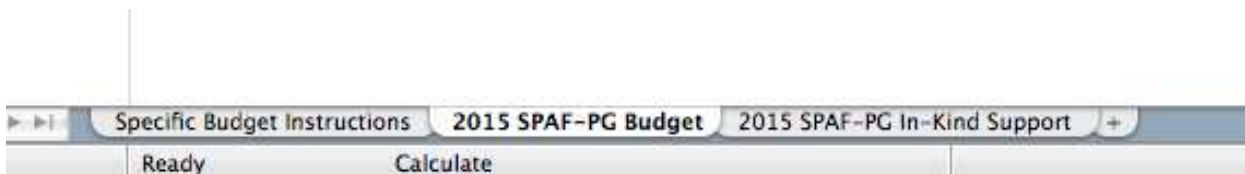
If Expenses Exceed Revenue + SPAF Request a "Yes" message will appear.

### Example Budget:

PROJECT REVENUE	EXPLANATION (how this amount was generated)	A: Revenue (\$)	
<b>Earned Income</b>			
Admissions/Box Office		\$ -	
Membership Dues	Designated toward Music Series	\$ 150.00	
Tuition, Workshop Fees, etc.			
Sales, Concessions, etc.		\$ -	
Parking			
Other (Please describe)			
		\$ -	
<b>Contributed Income</b>			
Individual	Private	\$ 350.00	
Corporate Contributions		\$ -	
Government Grants - <b>not SPAF</b>		\$ -	
Fundraising Events			
Other (Please describe)		\$ -	
		\$ -	
<b>TOTAL</b>		\$ 500.00	
PROJECT EXPENSES	EXPLANATION (how this amount was generated)	B: Total Project Expenses (\$)	C: SPAF-PG Request (\$)
<b>Personnel (salaried)</b>			
Administrative	Project Arts Coordinator	\$ 200.00	\$ -
Artistic	Payment to Musicians	\$ 800.00	\$ 800.00
Technical	4 hours (4hrs. X \$50) Lighting Tech.	\$ 200.00	\$ 200.00
Other		\$ 300.00	\$ -
		\$ -	\$ -
<b>Outside Professional Services</b>			
Administrative		\$ -	\$ -
Artistic	Creation of Promo Postcards	\$ 200.00	\$ 200.00
Technical		\$ -	\$ -
Space Rental		\$ -	\$ -
Equipment Rental		\$ -	\$ -
Travel/Transportation		\$ -	\$ -
Advertising/Promotion		\$ -	\$ -
Remaining Operating Expenses		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
<b>TOTAL</b>	<i>Request may not exceed \$5,000</i>	\$ 1,700.00	\$ 1,200.00
Total Expenses (B)	\$ 1,700.00		↑
- Total Revenue (A)	\$ 500.00		↑
SPAF-PG Request ©	\$ 1,200.00	←	<b>SHOULD MATCH</b>
Does your budget balance?	<b>YES</b>		
% Funded by SPAF-PG (SPAF-PG is not meant to fund 100% of any proposed project.)	<b>71%</b>		

*What are all of these tabs along the bottom of the Excel Form?*

You'll notice 3 tabs or worksheets at the bottom of the 2015 SPAF Project Grant Budget document. For your application, you will need to fill out and complete the 2015 SPAF-PG Budget Worksheet and 2015 SPAF-PG In-Kind Support Worksheet.



## **Revenue**

- Include only cash income under the Revenue section.
- In-kind donations of professional services, space, materials, or goods are listed on the worksheet titled "In-Kind Donations." In-kind donations indicate support for the program or project and therefore strengthen the application.
- Earned income is income the organization derives from regularly scheduled programs (as opposed to fundraising), such as classes, admissions, sales, or parking.
- Be specific. Indicate how a given number was generated. For instance, 200 tickets @\$12 per ticket.
- Do NOT include your SPAF request under contributed income. Contributed income can be from individuals, corporate donations, government grants other than SPAF, or by assigning all or a portion of income from fundraisers to this project. Be sure to list all other sources of contributed income.

## **Expenses**

- Personnel refers to paid staff who receive a W-2 form for income tax purposes. You can assign a percentage of a paid staff person's salary to the costs of the SPAF-funded program.

- An outside professional is a sub-contractor who receives a 1099 for income tax purposes. Remember, if an outside professional donates professional services, that information should be listed on the separate In-Kind Donations form, not in this budget.
- Be sure to detail how the expense was generated. For instance, 10 hours @ \$25 per hour.
- Detail all remaining operating expenses. Use a separate sheet if necessary.
- Total Project Expenses: This is the total cost of this project.
- SPAF Request: This is the amount that will be paid for with SPAF funds. SPAF requests may not be for less than \$500 or more than \$5,000.

The following are the important items for SPAF funds to go to: Artist Fees, Materials/Supplies and Promotion and Outreach, especially for programs which provide free or low-cost performances, and for programs that reach underserved communities are considered high priority SPAF requests.

Review the guidelines for a list of lower priority items or items that cannot be funded by SPAF. Consider assigning all or most of these expenses to other funding or income sources, rather than to your SPAF request.

- SPAF funds cannot pay for receptions, refreshments, prizes, or scholarships. 56
- SPAF funds cannot pay for an organization's general operating costs or contingency funds.
- In-Kind contributions are non-cash contributions in the form of services, materials, goods or space.

A Note on Personnel - Include only professional services that you would otherwise have to pay for (legal, accounting, graphic design, etc.). **DO NOT INCLUDE VOLUNTEER HOURS** for clerical work such as envelope stuffing, gallery-sitting, filing, shredding, etc.

## In-Kind

Please include a list of in-kind contributions and their estimated value. An in-kind contribution is any contributed time, supplies, equipment, and/or space that one would generally pay for. Please note the difference between volunteer-time and the time and/or service of a professional. (E.g. a volunteer with no formal training created an event invitation vs. a professional graphic designer donating their time and service to create an event invitation).

<i>Type of In-Kind Support</i>	<i>Explanation</i>	<i>Estimated Value</i>
<b>Personnel</b>		
Administrative		
Artistic	Artist, Jane Doe, Donated time (5 hours X \$100)	\$ 500
Technical		
<b>Equipment Rental/Purchase</b>		
<b>Space Rental</b>	free theater space	\$ 250
<b>Travel/Transportation</b>		
<b>Advertising/Promotion</b>		
<b>Other In-Kind</b>		
<b>Other In-Kind</b>		
<b>Other In-Kind</b>		
<b>Other In-Kind</b>		
<b>TOTAL In-Kind Support</b>		\$ 750