

Essex County Arts Council

SAMPLE BUDGET

Organization Name: CULTURAL ARTS COMMUNITY CONCERTS

CAP Grant Program Title: MUSIC MADNESS

Earned Income	In-Kind	Cash	Personnel Expenses	In-Kind	Cash
Admissions/Tickets	75	250	Administrative	200	
Program Advertising			Technical	75	
Tuitions and Fees			Artistic (please itemize)		
<i>Administration/3 events</i>	150		<i>Sometimes Three Trio</i>		300
<i>Technical/Soung 3 Events</i>	75		<i>JPT Band</i>		250
			<i>Sam Smith Swing Band</i>		250
			<i>Set-up 12 hrs (3 events) @ \$10</i>	30	120
			<i>Activities Director 12 hours @ \$15</i>		200
			Operating Expenses		
			Outside Professional Fees		
			Space Rental	150	
Contributed Income			Travel/Transportation		
Corporate		200	Advertising/Promotion	100	
Foundation		150	Postage		
Individual			Supplies	125	
Government		100	Royalties		
Other (please describe)			Insurance	200	
			Equipment Rental		
			Other (please describe)		
Sub Total Income	300	700	Sub Total Expense	880	1120
CAP Grant Request	1,000				
Total Income	2,000		Total Expenses	2,000	

Total Income and Total Expense should be equal.

NOTE: Essex County Arts Council CAP Grants will fund a maximum of 50% of the total Expenses.