

SAMPLE PROJECT BUDGET

Organization Name Cultural Arts Community Concerts

Project Title (if applicable) Music Madness

Project Budget (indicate In-Kind items in the appropriate column)

Earned Income	In-Kind	Cash	Personnel Expenses	In-Kind	***Cash
Admissions/Tickets			Administrative	150	
Subscriptions			Technical	75	
Program Advertising	75		Artistic (please itemize)		
Concessions			<i>Sometimes Three Trio</i>		225
Tuitions and Fees			<i>JPT Band</i>		250
Other (please describe)			<i>Sam Smith Swing Band</i>		200
<i>Administration/3 events</i>	150				
<i>Technical/Sound 3 Events</i>	75		<i>Set-up 12hrs. (3 events) @ \$10</i>	30	120
			<i>Activities Director 12hrs @ \$15</i>		180
			Operating Expenses		
			Outside Professional Fees		
			Space Rental	75	
Contributed Income			Travel/Transportation		
Corporate		200	Advertising/Promotion	75	
Foundation		150	Postage		
Individual			Supplies	45	
Government		100	Royalties		
Other (please describe)			Insurance	75	
			Equipment Rental		
			Other (please describe)		
Sub Total Income	300	450	Sub Total Expense	525	975
CAP Grant Request	750				
Total Income	1500		Total Expenses		1500

Total Income and Total Expenses should be equal.

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