

Op. Grants - Request for 2nd Year Funding: Budget (page 1 of 2)

- 1) Fill out the budget form based on your projections **for the next fiscal year**.
- 2) Itemize each item for next year's projected expenses on a separate page.
- 3) Explain any changes of more than 20 percent from the previous year on the separate page.
- 4) Attach the required financial audit of the organization's most recently completed fiscal year.

Next Year's Cash Expenses	Amounts
1. Personnel (staff): Administrative	
Artistic	
Technical/production	
2. Outside fees and services (contractors): Artistic	
Other	
3. Space rental:	
4. Travel:	
5. Marketing: Printing	
Other	
6. Remaining operating expenses: Postage	
Telephone	
Rentals	
Supplies/materials	
Insurance	
Other (specify)	
7. Subtotal:	
8. Capital expenditures: Building	
Acquisitions	
9. Total Cash Expenses:	
10. Deficit (if any):	
11. Accumulated deficit*:	

*If your organization has an accumulated deficit, please submit

- A financial audit for the past two fiscal years (see audit requirements in current guidelines)
- A year-to-date financial statement for the current fiscal year of operation; and
- A specific plan for reducing or eliminating the deficit.

Request for Year 2 Funding: Budget, page 1 of 2

- 1) Fill out the budget form based on your fiscal year.
- 2) Itemize each item of the income, including in-kind contributions, on a separate page.

Next Year's Cash Income	Amounts
1. Revenue: Admissions	
Contracted services	
Other Revenue	
2. Private-sector support: Corporate contributions	
Foundation grants	
Other private contributions	
3. Government support: Federal	
Regional	
County	
Municipal	
4. Applicant cash:	
5. Subtotal:	
6. Operating grants from MAC:	
7. Total Cash Income*:	

**The total cash income should be equal to or greater than the total cash expenses.*

In-Kind Contributions**: Describe and estimate the dollar value of any contributed goods and services. Item:	Amounts

**Defined as the cash value of goods and services contributed by sources other than the grantee organization (for example, work done by volunteers or donated office space). Grantees must be able to produce records of in-kind contributions.

Budget Itemization: Create an itemization for both your expenses and income on a separate page from the budget. Do not list Cash Match and MAC Grant numbers separately. The itemization should reflect the totals of each line item. Be sure to detail and explain each item that is not already clearly defined (example: Food and supplies do not need further explanation. Anything listed as other and the other categories that have more than one aspect will need a brief detailed explanation). You can create your own itemization page if you require additional space, but please follow the format listed below which follows the budget formatting.

Cash Expenses

	Amounts
1. Personnel (staff):	
• Administrative	
• _____	_____
• _____	_____
• _____	_____
• Artistic	
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• Technical/Production	
• _____	_____
• _____	_____
• _____	_____
2. Outside Fees to Contractors:	
• Artistic	
• _____	_____
• _____	_____
• _____	_____
• Other	
• _____	_____
• _____	_____
• _____	_____
3. Space or Equipment Rental:	
• _____	_____
• _____	_____
• _____	_____
4. Travel (Transportation, Lodging, Food):	
• _____	_____
• _____	_____
• _____	_____
5. Marketing:	
• _____	_____
• _____	_____
• _____	_____
6. Remaining Expenses:	
• _____	_____
• _____	_____
• _____	_____
Total Expenses:	_____

Comments: for any Expense item above that needs additional space for the explanation, please identify and explain here:

Cash Income

Amounts

1. Revenue:

- _____
- _____
- _____

2. Private-Sector Support:

a. Corporate Contributions

- _____
- _____
- _____

b. Foundation Grants

- _____
- _____
- _____

c. Other Private Contributions

- _____
- _____
- _____

3. Government Support:

a. Federal

- _____
- _____
- _____

b. State/Regional (Other than MAC Grants)

- _____
- _____
- _____

c. County

- _____
- _____
- _____

d. Municipal

- _____

4. Applicant Cash:

5. Funds Request from MAC:

Total Income:

Comments: for any Income item above that needs additional space for the explanation, please identify and explain here:

In-Kind

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Total In-Kind:
