

Application Form: Project Budget

Please include **all** expenses and income related to your project in this form. Once completed, create an itemization for both your expenses and income on a separate page. The itemization will provide the review panel with a more detailed explanation of your budget. Review the sample itemization included after this page for suggested layout.

Cash Expenses

Cash Expenses		Cash Match	MAC Grant	Total
1. Personnel (staff):	Administrative			
	Artistic			
	Technical/production			
2. Fees to Contractors:	Artistic			
	Other			
3. Space or equipment rental:				
4. Travel:	Transportation			
	Food			
	Lodging			
5. Marketing:	Printing			
	Other			
6. Remaining expenses:	Postage			
	Supplies			
	Insurance			
	Other			
	Other			
7. Total cash expenses	(must not exceed total cash income)			

Cash Income

Cash Income		Cash	In-Kind*
1. Revenue:	Admissions		
	Earned Income		
	Other revenue		
2. Private-sector support:	Corporate contributions		
	Foundation grants		
	Other private contributions		
3. Government support:	Federal		
	State/regional (other than MAC grants)		
	County		
	Municipal		
4. Applicant cash:			
5. Subtotal**:			
6. Funds requested from MAC:			
7. Total Cash Income:	(must equal or exceed total cash expenses)		

*Defined as goods and services contributed by groups other than the applicant organization (for example, work done by volunteers or donated office space). Applicants are not required to demonstrate in-kind support. However, providing in-kind details will help the review panel get a better picture of the level of support for your project.

** Project Grants require a dollar-for-dollar cash match. Therefore, this figure must be equal to or greater than the grant amount you are requesting for your project. In-kind contributions cannot be counted towards your cash match.