

CCACS SAMPLE BUDGET

A one-day canvas stretching and painting workshop!



REVENUE SOURCES		<i>You may use this side for notes.</i>	<i>Attach a separate sheet if you need more space.</i>
Other Grant Specify: BC Arts Council Confirmed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	\$ 500		<i>Enter grants that you have or will apply for that are not this CCACS Grant.</i>
Other Grant Specify: Confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/>	\$		<i>Explain within the application what you plan to do if funding is not received or your fundraising objectives fall short.</i>
Cash Donations / Sponsorships	\$ 50	\$50 WLDCU donation	<i>Provide details in notes.</i>
Cash or Staff allocations from your organization	\$ 405	Two paid staff members will be providing two hours each towards the project at \$25/hour (total = \$100); our organization is allocating \$305 cash from previous fundraising efforts.	<i>Provide details so adjudicators understand the rationale. For example: Your organization provides money from their own budget towards the project; a paid staff member spends time working on the project (and is paid from your organization's operating budget).</i>
Ticket Sales / admission Specify: 18 @ \$70 each; 2 @ \$25 each	\$ 1310	We are budgeting to sell 18 seats at \$70 each and 2 seats at a subsidized rate at \$25 each	<i>Provide details so adjudicators understand the rationale.</i>
Other Specify: Sale of snacks	\$ 200	Coffee / tea provided for free, snacks and other refreshments will be for sale	
Other - Specify:	\$		
In-Kind (materials) Specify: Staple guns x 5 (\$50)	\$ 50		<i>Must equal in-kind expenses under the same category</i>
In-Kind (volunteer time) Specify: 2 volunteers @ \$10/hr for 10 hrs total	\$ 200		<i>Must equal in-kind expenses under the same category</i>
Revenue Sub-total	\$ 2,715	<i>Your total revenues must equal the total expenses. Always double check your calculations!</i>	
CCACS Grant Request	\$ 1,000	<i>Enter the amount for this application</i>	
Total Revenues	\$ 3,715		
CCACS Grant request % of total	% 27		
Contribution from your organization % of total	% 11	<i>One of the grant criteria is that there must be contributions from your organization. Adjudicators also consider your applications to other funders, as well as other revenue sources.</i>	

EXPENSES - Place an asterisk (*) next to the items that would be purchased under this grant funding.		
Item	Cost	
Artist Fees: Full day workshop	\$ 557	<i>We strongly encourage fair and living wages paid to artists. For more information, check out CARFAC</i>
Artist travel / accommodations / per diems: 890km @ \$0.52/km (\$462.80) + two nights @\$82/night (\$164) + 5 meals @ \$25/ea (\$125)	\$ 752	<i>Always provide rationale for your totals. Government travel rates are acceptable.</i>
Room Rental (Graham Kelsey Room, Arts Centre) for one day	\$ 79	<i>Provide details as necessary (example: if you are renting space(s) for more than one day, provide a break-down of daily rates for each location)</i>
* Workshop supplies: canvas stretchers (quotes attached - 5 @ \$25/ea = \$125); staples and glue (\$22); Opus 20' raw canvas (\$52); 88 x 20" Opus stretcher bars to make 22 - 20" x 20" frames (\$576) 3.6L gesso (\$62); Opus acrylic paint sets (20 sets at \$36/ea = \$720) Opus paintbrushes (quote attached – 20 sets @ \$16/ea = \$320)	\$ 1,877	<i>Provide rationale for your total (for example, rather than just stating "supplies," provide details as to what the supplies are and their cost). Quotes must be included for all capital purchases and must also include (within the grant application) an explanation of what will happen to the purchases following the project's completion. For example, these canvas stretchers, according to responses within the application, will be regularly used by the applying organization's membership following the workshop, and workshop attendees will keep their paintbrushes and any remaining paint from their kits. An asterisk (*) was included for this item as this grant will go towards the purchase of workshop supplies.</i>
Snacks and refreshments for 20 attendees (free coffee/tea)	\$ 140	<i>Always provide rationale for your totals.</i>
Advertising: posters x 25; postcards x 50; Facebook ad	\$ 60	<i>Always provide rationale for your totals.</i>
In-Kind (materials): Staple guns x 5 (\$50)	\$ 50	<i>Must equal in-kind revenues under the same category.</i>
In-Kind (volunteer time): 2 volunteers @ \$10/hour for 10 hours total	\$ 200	<i>Must equal in-kind revenues under the same category.</i>
Total Project Expenditures	\$ 3,715	<i>Your total expenses must equal the total revenues. Always double check your calculations!</i>