



Department of Economic and
Community Development

Office of the Arts

A large, abstract graphic composed of several overlapping, semi-transparent shapes in yellow, orange, and red. The shapes are layered, with some having patterns like a blue and white striped semi-circle or a red and blue dot pattern. The text "FY2017" is centered in white on a dark orange background.

FY2017

**Regional Initiative
Budget Instructions**

APPLICATION BUDGET FORM

REGI PROJECT BUDGET

The one-page, locked MS Excel budget template details proposed project income (including in-kind contributions) and expenses. The budget page also provides applicants with the opportunity to demonstrate how the required grant match will be satisfied and how requested REGI grant funds would be allocated to pay for the proposed project's expenses. The form will add figures and round entered amounts to the nearest dollar. Limited instructions are listed on the form.

NOTE: For additional information, review the [FY2017 REGI Project Budget SAMPLE](#).

REGI PROJECT BUDGET

Applicant Name Enter the same name that you listed on your REGI application in the brown band at the top right of the budget page.

Left Side Column

PROJECT INCOME

PROJECT EXPENSES

This column provides predetermined descriptions for sources of income and expenses for your project. Applicants can use select blank lines provided in this far left-side column to summarize and detail income and expense entries. Numbers preceding the Chart of Accounts definitions below (1-11 for Income and 1-8 for Expenses) correspond to the numbered lines on the budget form, not the Excel spreadsheet numbering system on the electronic form.

NOTE: *Your Total Project Income MUST EQUAL your Total Project Expenses.*

NOTE: *The form automatically adds any In-kind Contributions (lines 8 in the Income section) to Total Project Expenses.*

Middle Column

Use the middle column (Projected Income & Expenses – dark brown header) to enter the projected income amounts and projected costs of your project proposal that correspond to the descriptions provided in the far left-side column. The budget will add figures and round entered amounts to the nearest dollar.

• **PROJECT INCOME** (Lines 1 – 11)

- 1. Grants from Federal Government:** Grants already received or expected from Federal sources, such as the National Endowment for the Arts, National Endowment for the Humanities, etc., that will specifically support your project.
- 2. Other CT State Grants:** Grants already received or expected from other State of Connecticut sources, **NOT** including your REGI grant request to COA, that will specifically support your project, for example, a State Department of Education grant.
- 3. Your Regional Initiative Grant Request:** Enter the grant amount you have requested in the orange box provided. This amount **MUST** match the amount of the Grant Request you list in your application, and must also match the amount listed in the Bottom Right Hand (Orange) box on the budget form (the column total for Projected Grant Allocations: How will you spend the grant?).
- 4. Grants from Local Government:** Grants already received or expected from a Municipality, such as a Community Development Block Grant (CDBG), etc., that will specifically support your project.
- 5. Contributions from Individuals:** Donations already received or expected from individual donors that will specifically support your project.
- 6. Contributions from Private Foundations:** Grants already received or expected from private or family foundations that will specifically support your project.

- 7. Contributions from Businesses:** Donations already received or expected from private businesses (small business, corporations, etc.) that will specifically support your project.
- 8. In-Kind Contributions:** Applicants should review the [In-Kind Contributions](#) information on COA's website for details. Use the four blank lines in this section to summarize contributions. For example, one line might describe: "4 volunteers x 3hrs ea x \$20/hr" (then you would enter the \$240 total contribution in the middle column). Claimed in-kind contribution estimates will be reviewed for reasonableness.
NOTE: *Making use of in-kind contributions is not required.*
- 9. Admissions / Ticket Sales / Program Revenue:** Income generated from program sources that will be applied to your project. Income may be allocated from past program revenue (activities not necessarily connected to your proposed project) and/or may be income that you project will receive based on your project proposal.
- 10. Membership Dues:** Income that will be applied to your project which is generated from memberships.
- 11. Other Earned Income:** Use the two blank lines in this section to summarize other sources of income that will be applied to your project. Such other sources could include: savings, dividends earned, merchandise sales, etc.

TOTAL PROJECT INCOME (plus In-Kind): *The budget form will automatically calculate total income.*

• **PROJECT EXPENSES** (Lines 1 – 8)

1. Salaries

a. Administrative: Employee salaries, wages and benefits for administrative staff. Staff positions might include executive directors, finance, marketing, fundraising, human resources, etc. See the REGI Guidelines for detailed information about administrative expenses.

NOTE: *The FY17 REGI grant caps administrative expenses at 20% of the total grant request.*

b. Programmatic or Technical: Programmatic employee salaries, wages and benefits for programming staff could include artistic directors, program managers, curators, choreographers, composers, musicians, etc. Technical employee salaries, wages and benefits include technical management and staff such as technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.

c. Other: Summarize salaries for staff not included above using the lines provided.

2. Outside Services

a. Programmatic & Technical: Cash payments to individuals that are not employees of the applicant. This may include artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, literary / visual / performing artists, stage managers, exhibit installers, etc.

b. Instructors / Artists: Cash payments to artists, teaching artists, or workshop leaders who are not employees of the applicant.

c. Other: Using the line provided, enter payments to firms or persons who provide legal, accounting, or other administrative expertise via outside contract, or any other contracted services not included above.

3. Supplies: Administrative & Program: Cash payments for office supplies, plus cash payments for production materials, tents, royalties, raw materials and any other program-related items.

4. Telephone / Postage / Shipping: Cash payments for telephone usage, postage, trucking, shipping, hauling, etc.

- 5. Space Rental / Occupancy Costs:** Rental payments or ownership costs for office, theater, hall, gallery or other spaces, as well as costs for maintenance, security, property insurance, utilities, janitorial services and related supplies. Do not include capital / construction expenses.
- 6. Marketing / Publicity / Advertising:** Cash payments for marketing materials, ad space, web sites, social media, etc.
- 7. Printing & Publication:** Payments for all outside printing and publishing.
- 8. Other:** List other expenses that don't fit above categories. Using the lines provided, describe costs for auto mileage, car rental, lodging, meals, merchandise for sale, equipment rental, etc.

TOTAL PROJECT EXPENSES: *The budget form will automatically calculate total expenses.*

NOTE: *The budget form automatically adds any In-kind Contributions (the descriptions and amounts that you entered into lines 8 of the Income section) to your total expense amount.*

TOP HALF / Right-Side Column

PROJECTED GRANT MATCH

Applicants use the Projected Grant Match section to demonstrate how they anticipate meeting the minimum required grant match. Figures entered into this top right-side column (rust colored header) must correspond to the amounts entered into the adjacent Projected Income section (Middle Column corresponding to Income lines 1- 11). Allocate any portion (from 0% to 100%) of projected income amounts to your required match by entering those amounts into the Grant Match column. While it is mandatory that each application demonstrate its ability to meet the minimum match, it is possible that some applications will project a greater than minimum match amount.

NOTE: *See the FY2017 Regional Initiative Guidelines for details on the required grant match.*

BOTTOM HALF / Right-Side Column

PROJECTED GRANT ALLOCATIONS

Applicants use the Projected Grant Allocations section to show how they anticipate spending requested REGI funding. Figures entered into this bottom right-side column (rust colored header) must correspond to the amounts entered into the adjacent Projected Expenses section (Middle Column corresponding to Expense lines 1- 8). Allocate any portion (from 0% to 100%) of projected expense amounts to your requested funding by entering those amounts into the Grant Allocation column. The total of this column (orange box at bottom) MUST match the amount entered into Project Income, line 3., "Your Regional Initiative Grant Request" (orange box, upper-middle column).

NOTE: *Please review the [FY2017 REGI Project Budget SAMPLE](#).*

NOTE: *Refer to the FY2017 Regional Initiative Guidelines to verify eligible and ineligible grant expenses.*

Across Bottom of Budget Page / Dark Purple Section

COA USE ONLY

Based on Your Regional Initiative Grant Request amount (Project Income, line 3), the budget automatically displays the MINIMUM REQUIRED Match (25 % of your grant request total). This section is for review purposes only.