

Instructions for Completing the Arts & Cultural Council for Greater Rochester 2018 Capacity Building Grant Budget Forms

**The Capacity Building Grant (CBG) Budget workbook includes worksheets you will need for your final report (if funded).
Keep a digital copy.**

Proposal – CBG Budget

Note: Applicants must use the budget form included in the application. **NO other budget format** will be accepted. Budgets must be typed.

Overview: The CBG budget form is in Microsoft Excel, with several convenient features. Among them:

- Please note: lengthy explanations or lists should be included on a separate sheet of paper. Simply type “see attached” in appropriate row.
- Auto Sum: To avoid mathematical errors, this form has been formatted to automatically total entries for Revenue and Expenses.
- Error Message: CBG project budgets must balance, meaning that the Revenue plus the CBG request should equal Expenses. If your budget does not balance, this form will tell you not only that it doesn’t balance, but why. (See “Does your budget balance?” item.)

To Complete the Budget Forms:

- **Include only Revenues and Expenses for the proposed CBG project.**
- **Do NOT** include budget items for larger programs or your total organization here. (Your Current Organization Budget must be included separately as one of the Required Attachments—see the CBG Program Guidelines).

PROJECT REVENUE

- Include **only cash income pertaining to this project** under the Revenue section.
- Earned income is income the organization derives from regularly scheduled programs (as opposed to fundraising), such as classes, admissions, sales, or parking.
- Be specific. Indicate how a given number was generated. For instance, 200 tickets @ \$12 per ticket.
- Be sure to list all other sources of contributed income.
- **Do NOT** include your CBG request under contributed income. Contributed income can be from individuals, corporate donations, grants other than CBG, or by assigning all or a portion of income from fundraisers to this project.
- **Do NOT** list in-kind donations in the CBG Budget worksheet. In-kind donations proposed for this project may be listed only in a separate In-Kind Gifts worksheet (second tab in the Budget workbook).

PROJECT EXPENSES

- **Personnel** refers to paid staff who receive a W-2 form for income tax purposes.
- An **outside professional** is a sub-contractor who receives a 1099 for income tax purposes. Remember, if an outside professional donates professional services, that information should be listed on the separate In-Kind Donations worksheet, not in this budget.
- Be sure to detail how the expense was generated. For instance, 10 hours @ \$25 per hour.
- Detail all remaining expenses that are specific to this project only. Use a separate sheet if necessary.
- Total Project Expenses: This is the total cost of this project.
- CBG Request: This is the amount that will be paid for with Capacity Building funds. CBG requests may not be for less than \$500 or more than \$2,000.

Proposal – In-Kind Gifts

In-Kind contributions are **non-cash** contributions in the form of professional services, materials, goods, or space. Although not required, in-kind donations indicate support for the project and therefore strengthen the application.

A Note on Personnel - Include only professional services that you would otherwise have to pay for (legal, accounting, graphic design, etc.). **DO NOT INCLUDE VOLUNTEER HOURS for clerical/administrative work such as envelope stuffing, gallery-sitting, filing, shredding, etc.**

The form will auto-sum the anticipated in-kind gifts.