

Budget: Expenses

Expense Category:	Description:	Total Project Expenses:	Amount Requested from Arts Council:
a. Contract Services <i>Fill out the supplementary budget sheet on page 15 to specify how fees will be spent)</i>	Performer/artist/speaker fees		
	Director's fee		
	Production crew		
	Other (please specify):		
	Subtotal Contract Services		
b. Promotion/Publicity	Advertisements		
	Posters/flyers/tables tents		
	Programs/brochures/catalogs		
	Postage		
	Other (please specify):		
	Subtotal Promotion/Publicity		
c. Materials/Supplies	Installation/set materials		
	Costumes/makeup/props		
	Film/videotapes		
	Office supplies		
	Other (please specify):		
	Subtotal Materials and Supplies		
d. Transportation & Hospitality	Transportation		not eligible
	Food/reception		for
	Accommodations		Arts Council
	Other (please specify):		support
	Subtotal Hospitality		\$0
e. Miscellaneous	Space rental*		
	Exhibition fees/royalties		
	Shipping		
	Security/janitor/fire marshall		
	Full costing		
	Other (please specify):		
	Subtotal Miscellaneous		
f. TOTAL EXPENSES	<i>Add up all the subtotals above and enter the amount here and on the next page.</i>		

**attach contract or cost verification*

Budget: Income & Summary

Income Category	Description	Total Project Income
a. Sales	Tickets Average price \$ _____ x Room capacity _____ x Capacity estimate _____ % = Total Ticket Sales \$ _____	
	T-shirts	
	Advertising	
	Booth rentals	
	Other revenue (please specify):	
	Subtotal Non-Grant Income	

b. Grant Support <i>Need funding ideas? Visit www.umass/funding for a great list of grant sources on campus!</i>	<i>Please indicate the organizations to which you have applied for funding in the spaces provided below:</i>		<i>Please indicate whether this support is confirmed or pending:</i>
	1. Arts Council Grant Request		pending
	2.		
	3.		
	4.		
	5.		
	Other Sources of Grant Support <i>(Attach separate page and insert total here.)</i>		
Subtotal Grant Support			

c. Applicant/Organization Contribution	<i>Indicate the amount your organization will be contributing to this project. (if -0-, please write and explanation to the right of the box)</i>	
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d. TOTAL INCOME	<i>Add up all of the subtotals above and enter the result here.</i>	
Total Expenses	<i>Insert Total Expenses (f) from preceding page.</i>	(\$)
e. Total Income Less Expenses	<i>Subtract Total Expenses from Total Income and enter result here (it should equal zero). Remember that the Arts Council does NOT support fund-raising events.</i>	

Please feel free to attach any additional pages that help to illuminate unusual income or expenses.

Supplementary Budget Information

11. Supplementary Budget Information

Please list the names and amounts to be paid for each band, artist, performer, or speaker at your event.

Band/Artist/Performer/Speaker	Supplementary Information Attached? (Y/N)	Is This Person a UMass Student, Faculty, or Staff Member? (Y/N)	Fee