SAMPLE BUDGET TEMPLATE: Project Grant
Note: Do not use "$" (dollar sign) or commas when entering budget numbers.

Enter the amount you are requesting from this grant

I. PROJECT INCOME (complete all that apply)	Amount requested from 2025 Creative Growth Grant	Amount secured from other sources	Additional Notes & Explanation
Requested Amount from 2025 Creative Growth Grant	17000		
Additional Grant Funding (only include secured funding)		5000	Grant from Apple foundation
In-kind Contributions		500	Venue providing $500 in-kind
Donations/Sponsorships		250	Hotel room donation
Program Revenue (ticket fees, merch, etc.)		10000	100 tickets to sell at $100 per ticket
Partner Contributions		500	Venue providing $500 contribution
Other Income (Specify)		0	
TOTAL INCOME	**17000**	**16250**	**33250**

If you have funding from other sources (optional), enter it here and use the additional notes column for explanations

Project Specific Expenses

II. PROJECT RELATED EXPENSES (complete all that apply)	Expenses covered by 2025 Creative Growth Grant	Expenses covered by other sources	Additional Notes & Explanation
Artist Fees / Honoraria	9000		
Supplies / Materials	500	3000	Table/chair rentals
Venue Cost	1000	500	Venue providing $500 in-kind
Equipment	0	6300	A/V rental
Marketing & Promotion	1000	2000	Printing & advertising
Transportation / Travel	0	250	Donated hotel room
Insurance / Permits	500		
Fiscal Sponsorship Fee (usually 5-10%) - If Applicable	1000	500	
Other Costs (Specify)			
Food/Beverages		2000	Food/drinks for guests

In column 1, enter expenses covered by this grant

In column 2, enter expenses covered by other funding sources

Use the additional notes column for explanations

Admin Expenses

III. ADMINISTRATIVE EXPENSES (complete all that apply) Administrative expenses may total up to 15% of the total project budget			
Personelle/Contractors	2500		Allocation towards 2 team members
Admin Related Rent	1000	500	
Admin Related Supplies			
Contingency (usually 5-10%)	500	1200	
Other Costs (Specify)			
SUBTOTAL EXPENSES	**17000**	**16250**	

TOTAL REQUESTED FROM CREATIVE GROWTH GRANT		**17000**
TOTAL INCOME FROM OTHER SOURCES		**16250**
TOTAL EXPENSES		**33250**
Balance (Should = $0)		**0**

Once you've completed inputting numbers, this row should equal "0"