



Special Project Grant Budget Notes

Application can be downloaded at www.calgaryartsdevelopment.com/special_projects

Please note: When filling out the budget, not all categories on the budget form will apply to your project.

BUDGET LINE	NOTES
REVENUE	
Grants 1	This is the amount requested from Calgary Arts Development. This must match the amount requested on the application form.
Grants 2 - 3	Record other grants, if applicable. Indicate whether the funding has been confirmed or is pending by selecting the corresponding check box.
Donations 1-2	Include Private or Corporate cash donations.
In-Kind 1-2	Include verifiable in-kind donations of any source whether confirmed or pending. Note that a corresponding expense item must be recorded under EXPENSES. In-kind donations should only be shown if a fair value can be reasonably estimated.
Earned Revenue	Include any revenue related to production or presentation. For example, sale of published material, ticket sales, speaker's fees, merchandise, etc. This may not be applicable for projects that offer free public presentations or productions.
Other Revenue 1-2	List any other revenue. For example, other grants pending or confirmed not listed on lines 1 to 3 or other sources of income/ revenue that do not fit in any of the other fields above.
EXPENSES	
Production Expenses:	
1. Artist Fees	Total artist fees or honoraria to be paid, including any fees paid to yourself or your organization.
2. Salaries / Contracts	Salaries or contract fees paid to support production of the project that are not artist fees. For example, directors, designers or editors, including any fees paid to yourself or your organization.
3. Materials	Material used in the creation and/or presentation of the project. For example, costumes, scripts, film, clay or canvas.
4. Facility Rental	Space used in the creation of the project. For example, rental of studios, editing suites, rehearsal or performance spaces.
Presentation Expenses:	
1. Facility Rental	Space used in the presentation of the project. For example, rental of theatres, galleries, screening rooms, etc.
2. Technical Support	Technical assistance required for the presentation of the project. For example, lighting or audio technicians, projectionists, etc.
3. Equipment Rental	Equipment rentals required for the presentation of the project. For example, cameras, lighting, props , data projectors, etc.
4. Box Office	Ticketing of the project. For example, house staff, on-line ticket services, ticket printing, etc.
5. Marketing	Marketing and/or promotion. For example, posters, programs, invitations, advertising, etc.

For further information about applying for a Special Project Grant, contact:

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