

Sample Arts Education Budget Detail

- This is an example with suggested line items and costs.
- Round all entries to the nearest dollar.
- Do not include donated (in kind) services and goods.
- Time spent on the project by school personnel is a cash expense for the applying school district and may be used for matching funds.
- The Missouri Arts Council request may be used to fund items on the following lines:
 - Outside Artistic Fees and Services
 - Outside Other Fees and Services
 - Space Rental (applicant school facility is not an eligible expense)
 - Travel
 - Marketing
 - Remaining Operating Expenses

Budget Detail

Expenses

Personnel Administrative Expenses

Amount	Description
\$100.00	Principal (1 hour=\$100)
\$350.00	Classroom teacher (2 teachers X 5 hours each X \$35 = \$350)
\$105.00	Librarian (3 hours X \$35 = \$105) Substitute Teachers (2 substitutes X 1 day X \$75 = \$150)
\$150.00	Substitute Teachers (2 substitutes X 1 day X \$75 = \$150)
\$705.00	

Personnel Artistic Expenses

Amount	Description
\$1,050.00	Arts Teacher (30 hours X \$35 = \$1,050)
\$1,050.00	

Personnel Technical/Production Expenses

Amount	Description
\$60.00	Maintenance (2 X \$30 = \$60)
\$60.00	

Outside Artistic Fees and Services

Amount	Description
\$1,500.00	Teaching Artist (30 hours X \$50 = \$1,500)
\$1,500.00	

Outside Other Fees and Services

Amount	Description
\$125.00	Bookbinder service
\$125.00	

Space Rental

Amount	Description
\$50.00	City Park Amphitheater (One night X \$50) (Note: Applicant school facility is not an eligible expense)
\$50.00	

Travel

Amount	Description
\$136.00	Artist mileage (5 days X 50 miles round trip X \$.545 X = \$136.25)
\$136.00	

Marketing

Amount	Description
\$65.00	Flyers sent home with students
\$65.00	

Remaining Operating Expenses

Amount	Description
\$309.00	Supplies (Linoleum blocks, paint, paper and miscellaneous = \$309)
\$309.00	

Capital Expenditures - Acquisitions

Amount	Description
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Capital Expenditures - Other

Amount	Description
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Total Expenses

	Amount
Total Expenses	\$4,000.00

Income

Admission

Amount	Description
\$20.00	Ticket Sales (80 X \$.25)
\$20.00	

Contracted Services Revenue

Amount	Description
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Corporate Support

Amount	Description
\$50.00	Adopt a School Sponsor
\$50.00	

Foundation Support

Amount	Description
\$100.00	Community Foundation (requested)
\$100.00	

Other Private Support

Amount	Description
\$50.00	PTA (confirmed)
\$25.00	Booster Club (confirmed)
\$75.00	

Government Support - Federal

Amount	Description
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Government Support - State/Regional

Amount	Description
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Government Support - Local

Amount	Description
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Other Revenue

Amount	Description
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Applicant Cash (used for this request)

Amount	Description
\$1,755.00	This corresponds with the Personnel - Administrative and Personnel Artistic expenses.
\$1,755.00	

Missouri Arts Council Request

	Amount
Missouri Arts Council Request	\$2,000.00

Total Income

	Amount
Total Income	\$4,000.00