

MAC Annual Grant Application - Budget

\$

Applicant name / organization

Total requested from MAC

Proposed budget for Madison Arts Commission grant

Project expenses

Indicate via **Check** box if MAC funds will be used for the expense listed. Applicants may attach budget details **in addition** to this form.

In-kind* expenses (Item and source) Must equal in-kind income on next page	Amount
Total	

Supplies / materials	Amount	MAC \$
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Total		

Publicity / postage	Amount	MAC \$
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Total		

Services / fees / rentals	Amount	MAC \$
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Total		

Honoraria / personnel	Amount	MAC \$
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Total		

Travel / other expenses	Amount	MAC \$
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Total		

Tourism & room tax

A portion of our annual grant funding comes from room taxes generated by guests staying at local hotels. If your event generates overnight stays, we may be able to allocate grant money from that funding source.

Please estimate the number of overnight stays your event may generate:

Must equal total project income on next page	Total Project Expenses:	
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Project income

In-kind* contributions (Item and source) Must equal in-kind expenses from previous page	Amount
Total	

Committed funds (donor and amount)	Amount
Total	

Anticipated funding (donor and amount)	Amount
Total	

MAC grant funds request	Total

Must equal total project expenses from previous page	Total Project Income:	
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*In-kind is defined as non-cash donations of goods and services such as labor, facilities, or equipment to carry out a project. Typically, skilled or professional labor can be valued at the prevailing rate that the individual making the donation has a record of receiving in the field. *For example, Grantee X counts donation of Venue Y at Venue Y’s normal rental rate and the donation of their set designer at the designer’s average wage of \$17.00 per hour x the number of hours they will work on the project. If audited, these amounts could be verified, by showing the posted rental agreement for Venue Y and previous pay stub of the set designer.*

Grants **may** be used for artists’ fees, legally required royalties, production expenses, space rental, marketing costs, purchase of expendable materials, required insurance, etc.

MAC grants **cannot** be used to fund prizes or awards, grantee’s tuition, purposes other than outlined in the grant, permanent equipment, travel outside the City of Madison, refreshments or debts incurred for past activities.