Budget Example

Applicant Organizations Name		
Project Name		
Expenses	**Line Items**	**Amount**
Artist Fees	Artist 1 Name - 4 full days + 3 prep days	$ 3,260.00
	Artist 2 Name - 3 full days	$ 1,545.00
Administration	Admin Name - Honorarium	$ 300.00
Project Management	P.M. Name - 4 days $100/day	$ 400.00
Consultants	Consultant Name - Honorarium	$ 1,000.00
Mentees	Mentee Name - Honorarium	$ 250.00
Materials	Primer and Paint for Mural, Paint Brushes, rollers, trays, drop cloths, tape, Safety glasses for volunteers	$ 3,500.00
Equipment	Scissor Lift rental x3 days, pressure washer rental x2 days, Palm-sander purchase (site prep)	$ 1,500.00
Location	Security x 4 nights, professional site clean-up post install	$ 200.00
Engagement	Venue Rental Fee, Food and Refreshments for 2 engagement events and 1 community celebration. Elder welcome and blessing at community celebration.	$ 350.00
Communications	Graphic Design, Digital promotion costs, Print costs for posters or invitaions	$ 280.00
Insurance	Liability coverage	$ 150.00
Permits	Outdoor, public live music at community celebration	$ 65.00
Documentation	Photographer, Videographer, Website hosting costs	$ 400.00
Maintenance	Yearly cleaning (estimated 4 occurances)	$ 400.00
Contingency	Usually 10-15% of total project cost	$ 1,400.00
	Total Expenses	$ 15,000.00
Funding Sources		**Amount**
CADA	Community-Run Microgrant 2024	$ 10,000.00
Funder Name	Type of Grant or Donation - Confirmed	$ 3,500.00
Funder Name	Type of Grant or Donation - Pending	$ 1,500.00
	Total Funding Sources	$ 15,000.00
	Funding Sources minus Expenses (must equal zero)	$ -

Expense Type Breakdown

Applicant Organization's Name		
Project Name		
Expenses	**Line Items**	**Amount**
Artist Fees	Specify if the artist has a flat rate or if you will be paying a day-rate based on the required work. We recommend CARFAC Rates as a starting point for paying artists. If you are working with multiple artists, list them separately. You can find a link to CARFAC Rates here.	List one dollar amount for each expense category (ie: Artist Fees, Materials, etc)
Administration Project Management Consultants Mentees	These are not required roles and may be volunteered. Specify if there is a day or hourly rate or it is a flat-rate honorarium. If you plan on working with an Elder or Knowlege Keeper we reccommend reaching out to them before you apply to discuss an appropriate rate.	
Materials	The amount can be a total estimate cost for all Materials. Include all possible expendables required for all parts of the project. This is a good way to think through all aspects of the project from the artwork to engagement events and celebrations.	
Equipment	Specify if equipment is purchased or rented and the estimated number of rental days required. This grant cannot be used to purchase or contribute to the purchase of equipment over $1000.	
Location or Site	If there are any costs to install the artwork at the site, list them here. This could include Security, Cleaning, or Porta-Potties.	
Engagement	Include all costs for any engagement events. This can include Venue Rentals or Fees, Food or Beverages, Audio Equipment Rentals, etc. If you are planning on inviting special guests to certain events, include their fees here. Specify if you are inviting an Indigenous Elder or Knowledge Keeper.	
Communications	Include all costs for promoting your events or reaching out to your community. This could include Graphic Design, Flyer or Poster Printing, Adverstising, Social Media Posts, etc.	
Insurance	You may be required to purchase liability insurance depending on your project location or organization requirements.	
Permits	If your project is on city property, you may need special work permits. If you are holding large gatherings in public spaces you may also require a permit. You can call 311 to get more information.	
Documentation	Include all costs for any photography, videography during artwork installation, engagement events, and celebrations. If you are creating a website as part of your project, those costs should be included here.	

Maintenance	Include any costs for maintenance that will be required throughout the artwork lifespan. This may include anti-graffiti coatings, cleaning, etc.	
Contingency	Usually 10-15% of total project cost	
Total Expenses		$ -
Funding Sources		**Amount**
CADA	Community-Run Microgrant 2024 Requested Amount	
Funder Name	If your budget is larger than the maximum Microgrant amount, include any other funding sources that you are receiving. Specify grant name or donation, and if the amount is confirmed or pending. Only include	
Total Funding Sources		$ -
Funding Sources minus Expenses (must equal zero)		$ -