

Budget Terms

Income

Earned Revenue

Admissions

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated.

Contracted Services

Revenue derived from fees earned through sales of services (other than this grant request). Include charges for workshops or other services to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

Other Revenue

Revenue derived from sources other than those listed in other lines. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Contributed Support

Corporate, Foundation, and Private Support

Cash support derived from contributions given (other than this grant request) by business, corporations, corporate foundations, private foundations, cash donations, or a proportionate share of such contributions allocated. Proceeds from fund-raising events should be listed under Other Private Support.

Government Support

Cash support derived from grants given (other than this grant request) by agencies of the federal government, state government, multi-state consortia of state agencies, city, county or other local government agencies, or a proportionate share of such grants. Please note that Council funds may not be used to match another Council grant.

Grant Amount

Amount requested or amount granted from the North Carolina Arts Council.

Other Sources

Applicant Cash

Include funds from Applicant's present and/or anticipated resources that Applicant, including funds transferred from endowment or released from restriction.

Expenses

Personnel

Payments for salaries, wages, fees, and benefits specifically identified for administrative, artistic and technical/production staff.

Outside Fees

Payments to firms or persons for the services of individuals who are not normally considered employees of applicant but consultants or the employees of other organizations, whose services are specifically identified. Artistic personnel who are serving in non-employee/non-staff capacities should be described here.

Travel

All costs directly related to the travel of an individual or individuals specifically identified. Include fares, hotel and other lodging expenses, meals, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include reception or entertainment costs.

Marketing/Publicity

All costs for marketing/publicity/promotion specifically identified. Do not include payments to individuals or firms which belong under Personnel or Outside Professional Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters. Fund raising costs should be listed under Remaining Operating Expenses.

Production/Exhibition Expenses

All costs related to a production or exhibition. Include scripts and scores, lumber and nails, electricity, telephone, storage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, and insurance fees, etc.

Space Rental

Payments specifically identified for rental of office, rehearsal, theater, hall, gallery and other spaces.

Accessibility Expenses

All costs for accessibility related expenses including but not limited to signage, interpreters, assistive listening devices, audio-narration, audio-visual captioning, large print materials, Braille print materials, TDD or TTY, audio tapes, etc.

Remaining Operating Expenses

All expenses not entered in other categories. Note: Capital expenditures not allowed with grant funding from the Council include acquisitions for additions to a collection such as works of art or artifacts. Disallowed capital expenditures include expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments of roads, driveways or parking lots, or permanent and generally immobile equipment such as grid systems or central air conditioning.

Total Cash Expenses

The total of all expense items. Note that Total Cash Expenses does not include In-Kind Contributions.

In-Kind

The value of goods and services specifically identified which are provided to Applicant by volunteers or outside parties at no cash cost to Applicant. The value and source of In-kind contributions should be documented in the final report if a grant is awarded.