



**Midwest Artist Project Services  
Fiscal Sponsorship Sample Budget**

PROJECT EXPENSES	AMOUNT	BUDGET NARRATIVE NOTES
<b>I. Personnel</b>		
Project Lead (200 hours x \$15 per hour)	\$ 3,000.00	You can pay yourself as Project Lead, but this should generally be less than 30% of the total project budget.
Project Consultant (20 hours x \$25 per hour)	\$ 500.00	Please provide proof of cost by including an estimate or quote for additional personnel costs. Try to get several competitive quotes to find the best rate.
Artist 1 (100 hours x \$15 per hour)	\$ 1,500.00	
Artist 2 (100 hours x \$15 per hour)	\$ 1,500.00	
<b>II. Itemized Materials</b>		
Materials 1	\$ 750.00	Please provide proof of cost by including an estimate or quote for materials and supplies. Remember, try to get several competitive quotes to find the best rate.
Materials 2	\$ 500.00	
Materials 3	\$ 45.00	
Materials 4	\$ 250.00	
Materials 5	\$ 250.00	
<b>III. Space / Equipment Rental</b>		
Studio A Rental (200 hours x \$25 per hour)	\$ 5,000.00	As much as possible, see if hard costs, like materials and space rental, can be donated in-kind.
Equipment 1	\$ 750.00	
Equipment 2	\$ 250.00	
<b>IV. Travel</b>		
Airfare (Roundtrip to Dallas)	\$ 400.00	
Lodging (Two Nights)	\$ 400.00	Do your best to not exceed IRS and governmental guidelines for travel.
Per Diem		Do not give yourself a per diem if you are being paid for the project.
<b>V. Marketing</b>		
Sponsored Facebook Posts (5 x \$20)	\$ 100.00	Don't skimp on marketing; it's an important part of the project.
Posters (250 posters x \$2 per poster)	\$ 500.00	
Postcards (200 postcards x \$1 per postcard)	\$ 200.00	
Postage	\$ 68.00	
<b>TOTAL EXPENSES</b>	<b>\$ 15,963.00</b>	
PROJECT INCOME	AMOUNT	BUDGET NARRATIVE NOTES
<b>I. Individual Contributions</b>		
August Crowdfunding Campaign	\$ 5,000.00	Make sure to include campaign information in your budget narrative.
Other Individual Contributions	\$ 2,500.00	You should have a sense of who your donors are and when you will ask them for support.
<b>II. Grants / Foundations</b>		
Regional Arts Commission Grant	\$ 4,000.00	Check application deadlines; does it match your timeline?
Aaron Copland Foundation	\$ 4,000.00	Research possible grants. Be specific here and do not simply include "grants" without a funder name.
<b>III. In-Kind Donations</b>		
In-Kind Donation: Materials 4	\$ 250.00	List in-kind donations per line.
In-Kind Donation: Materials 5	\$ 250.00	List in-kind donations per line.
<b>TOTAL INCOME</b>	<b>\$ 16,000.00</b>	If you raise more than your project requires, consider increasing marketing, impact, or other project enhancements.