

Do not include income legally restricted for acquisitions or capital expenditures. Put in-kind or donated services, materials and facilities in Section 18 on page 2. Universities and other large organizations: include only figures for the applying department or unit.

Norfolk Commission on the Arts and Humanities FY18 Grant Application

Organizations with budgets greater than \$100,000 should provide Education/Outreach Budgets as project budgets.

Proposed Project Budget and Summary Financial Statement

Organization: _____

Do not change names or number of lines below. If a line does not apply to your organization, enter 0.

	2015 - 16 actual	Organization 2016 - 17 estimate	2017 - 18 estimate	2015 - 16 actual	Project 2016 - 17 estimate	2017 - 18 estimate
Revenue						
A. Contributed						
1. Norfolk Commission	_____	_____	_____	_____	_____	_____
2. Other Local Grants						
a. Chesapeake	_____	_____	_____	_____	_____	_____
b. Hampton	_____	_____	_____	_____	_____	_____
c. Newport News	_____	_____	_____	_____	_____	_____
d. Portsmouth	_____	_____	_____	_____	_____	_____
e. Suffolk	_____	_____	_____	_____	_____	_____
f. Virginia Beach	_____	_____	_____	_____	_____	_____
g. Williamsburg	_____	_____	_____	_____	_____	_____
h. York County	_____	_____	_____	_____	_____	_____
3. State	_____	_____	_____	_____	_____	_____
4. Federal	_____	_____	_____	_____	_____	_____
5. Membership Fees	_____	_____	_____	_____	_____	_____
6. Individual Contributions	_____	_____	_____	_____	_____	_____
7. Corporate Contributions	_____	_____	_____	_____	_____	_____
8. Other (Total, itemize on separate page)	_____	_____	_____	_____	_____	_____
B. Earned						
9. Admissions/Ticket sales (include Admissions Tax)	_____	_____	_____	_____	_____	_____
10. Concessions/Product Sales	_____	_____	_____	_____	_____	_____
11. Interest	_____	_____	_____	_____	_____	_____
12. Tuition, classes, workshops, camps	_____	_____	_____	_____	_____	_____
13. Other Total (itemize on separate page)	_____	_____	_____	_____	_____	_____
C. Fundraising Events/Activities (gross income)						
14. All fundraising events (can itemize on separate page)	_____	_____	_____	_____	_____	_____
D. Other Revenue						
15. Total Gross, itemize on separate page	_____	_____	_____	_____	_____	_____
E. Total Income	0	0	0	0	0	0

This is the only place where in-kind contributions should be included.

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If a line does not apply to your organization, enter 0.

18. In-Kind Contributions -- dollar value. Do not include in total income on page 1. Do not include in total when figuring net income/deficit.

a. Services -- including volunteer hours valued at \$24.90/hour. Do not put number of hours. Include board and committee meeting hours, auxiliary groups, friends of groups, etc.

b. Goods and Materials

c. Space

F. Total In-Kind

	2015 - 16 actual	<u>Organization</u> 2016 - 17 estimate	2017 - 18 estimate	2015 - 16 actual	<u>Project</u> 2016 - 17 estimate	2017 - 18 estimate
a. Services -- including volunteer hours valued at \$24.90/hour. Do not put number of hours. Include board and committee meeting hours, auxiliary groups, friends of groups, etc.	_____	_____	_____	_____	_____	_____
b. Goods and Materials	_____	_____	_____	_____	_____	_____
c. Space	_____	_____	_____	_____	_____	_____
F. Total In-Kind	0	0	0	0	0	0

Do not include depreciation or expenses relating to funds legally restricted for acquisitions or capital expenditures. Universities and other large organizations: include only figures for the applying department or unit.

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Proposed Project Budget and Summary Financial Statement

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Expenses	Organization			Project		
	2015 - 16 actual	2016 - 17 estimate	2017 - 18 estimate	2015 - 16 actual	2015 - 16 estimate	2017 - 18 estimate
A. Salaries/Wages/Honoraria (include benefits & payroll taxes)						
1. Principal Administrators	_____	_____	_____	_____	_____	_____
a. Administrative Support	_____	_____	_____	_____	_____	_____
2. Principal Artistic Staff	_____	_____	_____	_____	_____	_____
a. Artists/Performers/Educators/Technical staff	_____	_____	_____	_____	_____	_____
3. Other - Total (itemize on a separate page)	_____	_____	_____	_____	_____	_____
B. Non-Personnel						
4. Outside services (i.e. legal/accounting/web design)	_____	_____	_____	_____	_____	_____
5. Office Rental	_____	_____	_____	_____	_____	_____
6. Utilities and Telephones	_____	_____	_____	_____	_____	_____
7. Insurance and Bonding	_____	_____	_____	_____	_____	_____
8. Office Supplies	_____	_____	_____	_____	_____	_____
9. Travel/Lodging/Meals	_____	_____	_____	_____	_____	_____
10. Materials	_____	_____	_____	_____	_____	_____
11. Printing and Duplicating	_____	_____	_____	_____	_____	_____
12. Postage	_____	_____	_____	_____	_____	_____
13. Advertising	_____	_____	_____	_____	_____	_____
14. Equipment Purchase	_____	_____	_____	_____	_____	_____
15. Equipment Rental	_____	_____	_____	_____	_____	_____
16. Repairs and Maintenance	_____	_____	_____	_____	_____	_____
**For items 17-19 and 22, attach breakdown by city or county on additional sheets if necessary.						
17. Facility Rental**	_____	_____	_____	_____	_____	_____
18. Real Estate Taxes**	_____	_____	_____	_____	_____	_____
19. Personal Property Taxes**	_____	_____	_____	_____	_____	_____
20. Interest Expense	_____	_____	_____	_____	_____	_____
21. Bank Service Charges/Credit Card Fees	_____	_____	_____	_____	_____	_____
22. Admission Taxes**	_____	_____	_____	_____	_____	_____
23. Fundraising Expenses (all - itemize on separate page)	_____	_____	_____	_____	_____	_____
24. Other Total - itemize on separate page	_____	_____	_____	_____	_____	_____
26. TOTAL EXPENSES	0	0	0	0	0	0
27. NET INCOME <DEFICIT>	0	0	0	0	0	0