Alternate ROOTS Budget Template



Applicant Name: Mary Jane

INSTRUCTIONS Use the categories provided. **Income totals must equal expenses.**

Please label all expenses and income appropriately in the far left column and include any additional information in the Notes column. In the Expenses section, please be as specific as possible regarding spending; describe all direct expenses.

If an expense will be provided in-kind, please note if that contribution has been confirmed or not in the Committed column.

In the Income section, please indicate the status of income as Pending or Confirmed.

EXPENSES	IN-KIND	AMOUNT	NOTES
ARTIST FEES (please specify)			
Teaching workshop series		\$1,600	
MATERIALS, SUPPLIES & EQUIPMENT			
Space Rental		\$800	
Printing/Copying/Postage		\$100	
CONSULTANTS/ PROFESSIONAL SERVICES			
Workshop facilitator		\$1,000	
TRAVEL			
Travel/Transportation		\$250	Plane ticket for airfare for facilitator
Housing/Accommodations		\$800	200 per night for 4 nights
Per Diems		\$200	50 per day for 4 days
Intracity/Ground Transport		\$150	Subway ticket and cab fare to/from airport

OTHER EXPENSES				
Undoing Racism Training for Artists Conference		\$700		
TOTAL EXPENDITURES		\$5,600		
INCOME	PENDING/ CONFIRMED	AMOUNT	NOTES	
FOUNDATIONS				
ROOTS Artistic Assistance Grant	Pending	\$4,200		
GOVERNMENT				
Local Arts Council	Confirmed	\$900		
CORPORATIONS				
INDIVIDUAL DONORS				
PERSONAL CONTRIBUTION				
Applicant Contribution from personal money	Confirmed	\$500		
OTHER INCOME (please specify)				
TOTAL INCOME	\$5,600			
	TOTAL INCOME & TOTAL EXPENSES MUST BE EQUAL - DOUBLE CHECK			