### 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.

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

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undoing Racism Training for Artists Conference</td>
<td>$700</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**  

$5,600

<table>
<thead>
<tr>
<th>Incomes</th>
<th>Pending/Confirmed</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROOTS Artistic Assistance Grant</td>
<td>Pending</td>
<td>$4,200</td>
</tr>
<tr>
<td><strong>GOVERNMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Arts Council</td>
<td>Confirmed</td>
<td>$900</td>
</tr>
<tr>
<td><strong>CORPORATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INDIVIDUAL DONORS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL CONTRIBUTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant Contribution from personal money</td>
<td>Confirmed</td>
<td>$500</td>
</tr>
</tbody>
</table>

**OTHER INCOME (please specify)**  

**TOTAL INCOME**  

$5,600

**TOTAL INCOME & TOTAL EXPENSES MUST BE EQUAL - DOUBLE CHECK**