

# 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
<b>ARTIST FEES (please specify)</b>			
Teaching workshop series		\$1,600	
<b>MATERIALS, SUPPLIES &amp; EQUIPMENT</b>			
Space Rental		\$800	
Printing/Copying/Postage		\$100	
<b>CONSULTANTS/ PROFESSIONAL SERVICES</b>			
Workshop facilitator		\$1,000	
<b>TRAVEL</b>			
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





