PROPOSED PROJECT BUDGET

PROJECT TITLE: ______________________________              DATE: ______
ARTIST(S): ____________________________________________________________
MEDIUM: ______________________________________________________________

Below is a sample line item budget including most of the expenses that a project requires. Some projects may require line items that are not listed here.

Income:
Grant income:
Foundations: ________________________________ __________________________
Trusts: ______________________________________________ __________________
Corporate: ___________________________________________ __________________
Individual Giving: ______________________________________________________
Other Income: __________________________________________________________
Sponsors: ______________________________________________________________

TOTAL: ________

Earned income:
Payments for work commissioned: _______________________________ __________
Sales of drawings, posters, etc.: ________________________________ __________

TOTAL: ______

TOTAL INCOME: ________

Expenses:
Wages or Fees:
Lead Artists’ Wages: ________________________________ ______________________
Assistants’ Wages: ______________________________________________________
Youth Artists’ Wages: ____________________________________________________
Insurance: ______________________________________________________________
Consultation fees and specialist worker fees: ______________________________
Payments to contractors: ________________________________________________

TOTAL: ______

Materials:
Design materials (paper, colors, etc.): ________________________________ ______
Drawing materials (pencils, chalks, etc.): ________________________________ ______
Brushes: ________________________________________________________________
Wall repairing materials: _________________________________________________
Paint- sealers and primers: ______________________________________________
Paint- colors: ____________________________________________________________
Varnish: ________________________________________________________________
Other: _________________________________________________________________

TOTAL: ______
PROPOSED PROJECT BUDGET, cont.

**Equipment: Non-Expendable**
- Scaffolding: ____________________________
- Ladders/trestles, etc.: ________________________
- Lighting equipment: __________________________
- Power tools: ________________________________
- Sanding equipment: __________________________
- Spray equipment: ____________________________
- Tables and chairs: ____________________________
- Storage units: ________________________________

**TOTAL:** ________

**Equipment: Expendable**
- Buckets, plastic containers, etc.: ________________________
- Handtools: ________________________________
- Brushes, rollers, trays: __________________________
- Other: ____________________________

**TOTAL:** ________

**Protective Clothing:** (coveralls, headgear, gloves, etc.): ______

**TOTAL:** ________

**Transport:**
- Costs of transporting people: ____________________________
- Costs of transporting materials and equipment: ____________

**TOTAL:** ________

**Insurance:** (Third Party, Worker’s Comp, and Employers’ Liability):

**TOTAL:** ________

**Printing:** (Leaflets, photocopies): __________________________

**TOTAL:** ________

**Documentation:** (Photographic record of the project): ______

**TOTAL:** ________

**Celebration**

**TOTAL:** ________

**Project Management:**
- Telephone, mail, etc.: ____________________________
- Rent, utilities, maintenance, etc.: ________________________
- Personnel: ________________________________
- Publicity: ________________________________

**TOTAL:** ________

**Lease on Wall:** (annual rent)__________________________

**TOTAL:** ________

**Other:** ____________________________

**TOTAL:** ________

**Contingency:** ____________________________

**TOTAL:** ________

**TOTAL EXPENSES:** ________