

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: _____