

2023 City of Kingston Arts Fund Project Grants Budget

Budget Form

You must submit a budget using the Budget form provided. It is an Excel document with two sheets. You can switch between these sheets using the menu bar at the bottom of the screen. The first is a chart for you to enter your budget, and the second is a complete list of instructions and definitions.

Surplus and Deficit

The Budget form will automatically calculate the surplus and deficit for you at the bottom of the chart. It must be zero. A Budget showing a surplus (you are gaining money) or a deficit (you are losing money) is ineligible and will be rejected.

Budget Notes

A note is required for every item you enter in the budget. In the Notes column, enter a short description. For example, under Artist Fees, you must provide a fee breakdown:

| Project Expenses | | | Notes |
|------------------|---------------|---------|--|
| 3010 | Artists' Fees | \$5,500 | Musician fee \$3,500 + Workshop facilitator fee \$2,000 =\$5,500 |

Grant Amount

CKAF Project grants must be a minimum of \$5,000 and a maximum of \$15,000. The jury will attempt to fulfill your request while considering the amount available and the number of high-scoring applicants. It is important that you ask for what you need to complete your project.

Eligible Costs

You must pay artist fees to be eligible. The other acceptable costs have been outlined for you in the lefthand column of the Budget form. A complete list of eligible costs is found in the Guidelines.

Improve Your Application

- o Look for multiple sources of revenue.
- o Use quotes to estimate the cost of large expenses.
- o Be prepared to explain rates of pay.
- o Ensure expenses match the project activities.