

2024 CITY OF KINGSTON ARTS FUND

Project Grants Help Sheet: Budgets

BUDGET FORM

You must submit a budget using the Budget Form provided. It is an Excel document with two sheets: a chart in which to enter your budget, and a complete list of instructions and definitions. You can switch between these sheets using the menu bar at the bottom of the document.

SURPLUS AND DEFICIT

Your Budget must be balanced, meaning your Total Revenue (Line 2990) minus Total Expenses (Line 3990) must equal zero. The Budget Form will automatically calculate any surplus or deficit for you at the bottom of the chart. A Budget showing a surplus (you are gaining money) or a deficit (you are losing money) is ineligible and will be rejected.

BUDGET NOTES

Budget Notes are required for every item you enter in the Budget. Use the Notes column to concisely explain details of all revenue and expenses you enter into your Budget. Be specific and include breakdowns of the totals and details of how these items are calculated. For grants, indicate the status (i.e. confirmed or pending). Review the Instructions & Definitions sheet on the Budget Form for details on each line item.

EXAMPLE:

	Project Expenses	Proposed Budget	Budget Notes
3010	Artists Fees	\$5,000	Workshop facilitator fees (\$1,000 x 2 facilitators), Exhibition fees (\$500 x 6 artists)

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 total funding 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 for a CKAF Project Grant. A complete list of eligible costs is found in the Project Grant Guidelines.

IMPROVE YOUR APPLICATION

- o Look for multiple sources of revenue
- o Use quotes to estimate the cost of large expenses
- o Explain rates of pay and provide detailed budget notes
- o Ensure expenses align with the project activities and goals

