

Appendix: Sample Budgets

All MRAC grant proposals fall under one of the following funding scenarios:

- MRAC is the *only* funding source for the project/program
- MRAC is one of *multiple* funding sources for the project/program

Sample budgets for each scenario are provided below to assist organizations/groups complete the budget sections of the proposal, followed by a check-list. These are sample budgets only; you may request expenses for different types of projects or for similar projects with different expenses.

Example 1: Arts & Culture Workshops, where MRAC is the only funding source for the project/program

Application Field	Example Entry
Project Budget Expenses	\$9,000 Contracted teaching artists (\$3000/each for 3 teaching artists) \$3,000 Administrative personnel: Project Manager \$2,000 Workshop materials and shipping \$1,000 Accessibility costs: captioning software subscription, ASL interpretation Total: \$15,000
Total Project Cash Expenses	\$15,000
Amount Requested	\$15,000
Project Budget Income	\$15,000 - MRAC Flexible Support grant
Total Project Cash Income	\$15,000

Example 2: Capacity Building, where MRAC is the only funding source for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5,000 Contracted Strategic Planning Consultant \$500 Video conferencing for planning meetings \$500 Food delivery and childcare costs for group's meeting participants Total: \$6,000
Total Project Cash Expenses	\$6,000
Amount Requested	\$6,000
Project Budget Income	\$6,000 MRAC Flexible Support grant
Total Project Cash Income	\$6,000

Checklist when MRAC is the *only* funding source for the project/program:

- ✓ **Project Budget Expenses** are \$15,000 or less.
- ✓ **Total Project Cash Expenses** must be the same number as the total of the items listed in the Project Budget Expenses.
- ✓ **Amount Requested** must be the same number as Total Project Cash Expenses.
- ✓ **Project Budget Income** must be the same number as Project Budget Expenses, Total Project Cash Expenses, and Amount Requested. Enter in the number from Amount Requested in Project Budget Income.
- ✓ **Total Project Cash Income** must be the same number as Project Budget Expenses, Total Project Cash Expense, Amount Requested, and Project Budget Income.

Example 3: Arts & Culture Production, where MRAC is one of *multiple* funding sources for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5,000 Artistic Director \$1,500 Contracted artist: storyteller \$1,500 Contracted artist: puppeteer \$1,500 Contracted artist: stage designer \$1,500 Temporary stage builder \$2,000 Temporary stage materials \$300 Sound equipment rental \$1,000 ASL Interpretation \$200 COVID supplies: masks, hand sanitizer \$500 Marketing expenses: advertising in neighborhood newspaper Total: \$15,000
Total Project Cash Expenses	\$15,000
Amount Requested	\$10,000
Project Budget Income	\$10,000 MRAC Flexible Support \$2,500 ticket sales \$2,500 St. Paul Cultural Star Total: \$15,000
Total Project Cash Income	\$15,000

Example 4: Capacity Building where MRAC is one of *multiple* funding sources for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5000 Contracted Strategic Planning Consultant \$5000 Stipends to 5 Advisory Committee members for strategic planning \$500 Video conferencing for planning meetings

Application Field	Example Entry
	\$500 Food delivery and childcare costs for group's meeting participants Total: \$11,000
Total Project Cash Expenses	\$11,000
Amount Requested	\$10,000
Project Budget Income	\$10,000 MRAC Flexible Support \$1,000 reserves earmarked towards this project Total: \$11,000
Total Project Cash Income	\$11,000

Example 5: Arts & Culture Production where MRAC is one of *multiple* funding sources for the project/program

Application Field	Example Entry
Project Budget Expenses	\$5,000 Artistic Director \$1,500 Contracted artist: storyteller \$1,500 Contracted artist: puppeteer \$1,500 Contracted artist: set builder and designer \$2,000 Set materials \$500 Sound equipment rental \$1,000 ASL Interpretation \$3,000 Venue Rental \$500 Site signage \$200 COVID supplies: masks, hand sanitizer \$500 Marketing expenses: advertising in neighborhood newspaper \$1,000 Marketing person \$1,500 Licensing and script printing Total: \$19,700

Application Field	Example Entry
Total Project Cash Expenses	\$19,700
Amount Requested	\$15,000
Project Budget Income	\$15,000 MRAC Flexible Support \$2,200 Ticket sales \$2,500 St. Paul Cultural Star Total: \$19,700
Total Project Cash Income	\$19,700

Checklist when MRAC is one of *multiple* funding sources for the project/program:

- ✓ Tally and enter all line items in **Program Budget Income**.
- ✓ **Total Project Cash Expenses** must be the same number as the tally of the items listed in the Project Budget Expenses.
- ✓ **Amount Requested** must be included in the **Project Budget Income**. Other income sources for the project must also be included here.
- ✓ **Amount Requested** must be \$15,000 or less *and* be less than **Total Project Cash Expenses**.