

Appendix: Sample Budgets

In your budgets, do **not** include in-kind or ineligible budget items (see the Project Eligibility and Ineligible Projects & Ineligible Expenses sections of the guidelines). Dollar amounts must be specific and cannot be given in ranges. Please be sure to double-check all math, as math errors may affect eligibility or the grant award amount.

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 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	\$2,000 teaching artists at \$1000 each \$1,000 Project Manager \$500 Workshop materials and shipping \$500 Accessibility costs: captioning software subscription \$1,000 individual taxes Total: \$5,000
Total Project Cash Expenses	\$5,000
Amount Requested	\$5,000
Project Budget Income	\$5,000 MRAC Arts Impact for Individuals grant
Total Project Cash Income	\$5,000

Example 2: Public Performance, where MRAC is the *only* funding source for the project/program

Application Field	Example Entry
Project Budget Expenses	\$1,000 Venue rental fee for rehearsals and performance \$2,500 Performer fees Total: \$3,500
Total Project Cash Expenses	\$3,500
Amount Requested	\$3,500
Project Budget Income	\$3,500 MRAC Arts Impact for Individuals
Total Project Cash Income	\$3,500

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

- ✓ **Project Budget Expenses** are \$5,000 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

Application Field	Example Entry
	\$1,500 Temporary stage builder \$2,000 Temporary stage materials \$300 Sound equipment purchase \$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	\$5,000
Project Budget Income	\$5,000 MRAC Arts Impact for Individuals \$5,000 ticket sales \$5,000 St. Paul Cultural Star Total: \$15,000
Total Project Cash Income	\$15,000

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

Application Field	Example Entry
Project Budget Expenses	\$1,000 Venue rental fee for rehearsals and performance \$2,000 Performer fees \$1,000 Marketing personnel fees \$1,000 taxes \$500 Childcare for performers during rehearsal and performance Total: \$5,500
Total Project Cash Expenses	\$5,500
Amount Requested	\$4,500
Project Budget Income	\$4,500 MRAC Arts Impact for Individuals \$1,000 funds from Kickstarter Total: \$5,500

Application Field	Example Entry
Total Project Cash Income	\$5,500

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

- ✓ **Total Project Cash Expenses** must be the same number as the tally of the items listed in the **Project Budget Expenses**.
- ✓ Enter in and tally your **Program Budget Income. 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 \$5,000 or less and be less than **Total Project Cash Expenses**.