



## Project Budget Guide

Please find some helpful hints below on how to fill out the budget template.

Before uploading in Submittable, **please rename your Excel and PDF file to include your venue name.**

The budget should be for revenue and expenses for the period of July 1, 2024 thru June 30, 2025.

Revenue:

**Earned Revenue** - *Revenue collected because of services performed by the organization, products sold, or other instances where the organization exchanged something for money.*

Please use a different row to project income for each type of potential earned revenue that will be a direct outcome from your project. Examples include Ticket Sales, Subscriptions, Merchandise, Venue Rentals, Classes, Corporate Advertising Sponsorships, Food and Beverage, etc. **Please include a percentage of confidence that you will achieve these revenue amounts in the Note field**, especially if your total project budget exceeds the total requested amount for the grant.

**Contributed Support/Revenue** - *Contributed revenue is money collected from sources offering support, like donations, fundraising proceeds, and other federally funded or private foundation grant funds. This applies mostly to nonprofits, such as funds that are internally allocated from other grants, and other potential for-profit grants or loans.*

Please use a different row to project income from each type of potential contributed revenue that is being solicited for your project. Examples would be Individual Donations, Major Gifts, Foundations, Government Entities, Corporate Grants, Gifts In-Kind, Internal Organization Contribution, etc. **Please include a percentage of confidence that you will achieve these revenue amounts in the Note field**, especially if your total project budget exceeds the total requested amount for the grant.

**Music in Action Grant Request Amount** – Amount being requested by your proposal.



Expenses:

**Artist Fees** – Use a different row to for all types of fees or expenses that would be paid directly to an artist. Examples would be Guarantee, Percentage of the Door, Per Diem, Travel and Hospitality, Teaching a Class, etc.

**Program Specific Expenses** – Use a different row to list all new expenses that will be incurred by doing this project. Examples would be New Personnel, Equipment, Consultants, Advertising, Marketing, Public Relations, etc. This should be expenses that would not otherwise be paid for in your general operation. Use the Note field to provide any details you can, such as links to specific equipment or names of agencies you plan to engage.

**Business or Administrative Expenses** – Use a different row to list general operating expenses (overhead) that would be allocated to this project. Examples would be Current Personnel, Marketing and Public Relations, Utilities, Licensing Fees, Legal fees, etc. Use the Note field to explain why these are being allocated to the project. **THE TOTAL AMOUNT OF BUSINESS EXPENSES SHOULD NOT EXCEED 20% OF YOUR TOTAL REQUESTED MUSIC IN ACTION GRANT AMOUNT.** For example, if your total Grant Request is \$25,000 your total Business Expenses cannot be over \$5,000.

Total Profit/Loss

**Total P/L** – Please provide the projected Profit or Loss for the project by subtracting total expenses from total revenue. Use the impact portion of your project proposal to explain the projected outcome. Please check that the Total P/L field sums to the amount of

\*Multiple Columns

If you need to add additional columns to the template for different focuses within your project (e.g., separate events or allocations) please make sure to adjust the Total P/L row to include amounts from all columns.



**Live Music Society: Music in Action Grant 2024**  
**VENUE NAME AND PROJECT NAME**  
***TIMELINE: JULY 1, 2024 TO JUNE 30, 2025***

<b>Revenue*</b>	<b>Amount</b>	<b>Notes</b>
<b>Earned Revenue (projected)</b>		
<b>Contributed Support (additional funding sources)</b>		
<b>Music in Action grant request</b>		
<b>Total Revenue</b>	<b>\$ -</b>	
<b>Expenses</b>		
<b>Artist Fees</b>		
<b>Program Specific Expenses</b>		
<b>Business Expenses</b>		
<b>Total Expenses</b>	<b>\$ -</b>	
<b>TOTAL P/L</b>	<b>\$ -</b>	