

SAMPLE BUDGET***Presenter Consortium For Jazz Program***SAMPLE BUDGET

Instructions:

Use the budget template to help in planning your project. You will only be able to type in the areas marked in the same color as this instruction box. Bright yellow boxes are for CMA staff only and contain formulas that will total your numbers. Applicants will need to explain how they will make up any deficits in the correct areas of the Submittable application and budget sheet. Surpluses (positive income) from earned income are allowable.(For example: You could have a surplus from ticket sales.) Surpluses *cannot* come from the CMA grant request. If the number for your grant ask is an eligible amount (is equal to or less than your total expenses) you will see the box for your CMA request/ask turn green. The default request is \$1, but you can change the request amount for your budget.

Lead Presenter Name	ABC Festival			
Presenter 1 Name	Metropolis Hall			
Presenter 2 Name	Busy City Festival			
Total Amount of Funding Being Requested From CMA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">\$ 6,500</td> <td style="width: 33%; text-align: center;">\$ 10,000</td> <td style="width: 33%; text-align: center;">\$ 7,800</td> </tr> </table>	\$ 6,500	\$ 10,000	\$ 7,800
\$ 6,500	\$ 10,000	\$ 7,800		

ELIGIBLE EXPENSES

	Ensemble Name [Put Total Number of Ensemble Members & Guest Artists in Brackets]	Lead Presenter Amount	Presenter 1 Amount	Presenter 2 Amount
1	ABC Quarter Ensemble [4 members; 1 Guest Artist]	\$ 2,750	\$ 2,750	\$ 2,750
2		\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -
	Total	\$ 2,750	\$ 2,750	\$ 2,750

Ensemble Member & Guest Artist Pay
(Ensembles cannot be more than 10 members.)

Expense Description (Please Itemize)	Lead Presenter Amount	Presenter 1 Amount	Presenter 2 Amount

In-person concert production costs (lighting, sound, cartage, etc.)	\$2000 for concert (Lighting & Sound included) at ABC Festival; \$1500 for concert at Metropolis Hall; \$500 for concert in the park at Busy City Festival	\$ 2,000	\$ 1,500	\$ 500
Streamed Performance production costs	\$1000 for production costs for streaming by Metropolis Hall & Busy City Festival	\$ -	\$ 1,000	\$ 1,000
Travel Costs, per diem	\$4000 for flights to Metropolis City to attend Metropolis Hall and \$1000 in driving travel costs to reach Busy City Festival	\$ -	\$ 4,000	\$ 1,000
Lodging Costs, per diem	\$1500 for stay in Metropolis City; \$1600 for lodging at Busy City	\$ -	\$ 1,500	\$ 1,600

Direct Marketing, Advertising, Promotion Costs	Each partner is putting \$1000 towards radio and \$500 towards social media ads for a total of \$1,500*3 = \$4500	\$ 1,500	\$ 1,500	\$ 1,500
Contingency	Up to \$250 can be requested for unexpected eligible expenses	\$ 250	\$ 250	\$ 250
Total		\$ 3,750	\$ 9,750	\$ 5,850

TOTAL ELIGIBLE EXPENSES \$ 6,500 \$ 12,500 \$ 8,600

INCOME

EARNED INCOME DESCRIPTION (Estimated Ticket Sales Can Be Used)		Lead Presenter Amount	Presenter 1 Amount	Presenter 2 Amount
Ticket Sales	\$10 per person for Metropolis Hall concert * 300 people (Estimated Income)	\$ -	\$ 3,000	\$ -
Other (Can include album or merchandise sales)		\$ -	\$ -	\$ -
TOTAL EARNED INCOME		\$ -	\$ 3,000	\$ -

CONTRIBUTED INCOME DESCRIPTION

[Indicate whether funds are confirmed (c) or pending (p).]

		Lead Presenter Amount	Presenter 1 Amount	Presenter 2 Amount
Government	Busy City Mayor's Grant \$500 (C)	\$ -	\$ -	\$ 500

Corporate		\$ -	\$ -	\$ -
Foundation		\$ -	\$ -	\$ -
Individual		\$ -	\$ -	\$ -
Other	General Operating funding will be used by each organization to make up deficits	\$ -	\$ -	\$ 300
TOTAL CONTRIBUTED INCOME		\$ -	\$ -	\$ 800

TOTAL INCOME	\$ -	\$ 3,000	\$ 800
TOTAL INCOME FOR ALL REQUESTS	\$ 3,000		
PRESENTER CONSORTIUM FOR JAZZ GRANT REQUEST (Up to \$13,000)	\$ 6,500	\$ 10,000	\$ 7,800
TOTAL GRANT REQUESTS (Up to \$39,000)	\$ 24,300		
TOTAL ELIGIBLE EXPENSES	\$ 6,500	\$ 12,500	\$ 8,600
TOTAL SUM OF ELIGIBLE GRANT EXPENSES	\$ 27,600		
SURPLUS/DEFICIT (Applicants will need to explain how they will make up any deficits in the application)	\$ -	\$ 500	\$ -

Incentive Funding Reminder			
Consortium presenter projects that include one or more past CMA <i>New Jazz Works</i> grantee ensemble(s) that have completed their grants will receive an additional \$1,000 per presenter. The ensemble(s) must perform the commission in its entirety. In this case, the maximum amount of the request may increase. See chart below.			
Incentive for Programming CMA <i>New Jazz Works</i> Commission			
# of Ensembles Performing their Complete Commissions	1	2	3
Additional Incentive per Presenter	\$1,000	\$2,000	\$3,000
Total Incentive per Consortium	\$3,000	\$6,000	\$9,000