

SAMPLE BUDGET PROVIDED FOR REVIEW AND LEARNING PURPOSES ONLY

(Customize, as needed, for your project.)

Project Title: Strategic Planning & Audience Development

Consultant: XYZ Consultants

Client: ABC Ensemble

Total Project Budget: \$11,000

Budget Item	Description	Estimated Cost	Detail
Consultant Fees	Professional services for strategic planning and audience strategy development	\$4,200	Covers consultant’s time for assessment, workshop facilitation, plan development, and final presentation. Based on estimated hours and standard rate.
Consultant Travel & Logistics	Transportation, lodging, and meals for in-person meetings/workshops (if applicable)	\$300	Supports travel costs for consultant to attend in-person sessions, ensuring direct engagement with ensemble members.
Materials & Supplies	Printed materials, workshop handouts, planning tools, and digital resources	\$300	Includes printing, presentation materials, and digital tools needed for effective planning and documentation.

Administrative Support	Coordination, scheduling, documentation, and communication support	\$200	Covers administrative time for managing logistics, communications, and record-keeping throughout the project.
ABC Ensemble Project Management	Compensation for four ensemble members managing the project and coordinating with the consultant	\$5,000	Recognizes the time and labor of ensemble members actively participating in planning, coordination, and implementation.
• Member 1	Project lead and liaison with consultant	\$1,500	Leads internal coordination and ensures alignment between consultant and ensemble goals.
• Member 2	Scheduling, documentation, and workshop support	\$1,500	Manages logistics and supports workshop facilitation and documentation.
• Member 3	Communications and audience engagement coordination	\$1,000	Oversees communications and contributes to audience strategy development.
• Member 4	Evaluation and follow-up planning	\$1,000	Focuses on post-project evaluation and sustainability planning.
Contingency*	Reserve for	\$500	Provides flexibility

	unexpected costs (~5% of total)		to address unforeseen expenses or adjustments during the project.
Miscellaneous*	Flexible funds for additional needs (e.g., tech support, refreshments, printing)	\$500	Covers incidental costs that support smooth execution of workshops and meetings.

Contingency and Miscellaneous will be covered by the ABC Ensemble's funds and not by the CMA grant.