**Section D: Budget Guidelines:**

* **Use the template below**.
* **REVENUE:**
* Include all revenue sources and indicate which, if any, are confirmed or pending
	+ Example: If your CAF project sells tickets for your event, please list it under “Earned Revenue” as ticket sales.
	+ Example: 100 tickets x $5 = $500 as potential earned revenue.
	+ If your project has other cash donations from other partners, list as “Fundraising Revenue”.
* **Expenses**:
Please list all potential expenses including
* Artist Fees
	+ Example: $100 artist fee x 10 artists = $1,000 artist fees
* Indigenous knowledge keepers / Elders honoraria
	+ Example: If you are hosting an Indigenous Elder to host a Land Acknowledgement, you will pay them an honorarium
* Production / Technical expenses
	+ Example: Venue rental at community centre is $20/hr x 10 hours = $200
* **IN KIND**:
	+ This is non-monetary donations of goods and services with a dollar value
	+ For Example: A cafe donated food for your CAF project, the value is $100 for cookies, coffee and lunch for your 1 day CAF project
	+ If you are volunteering your time as a project manager, list the value ($25/hr x 10 hours = $250)
* NOTE - The budget should be balanced, this means the Total Revenue should equal Total Expenses.
	+ Example: If you are applying for $5,000 from CAF, your expenses should total $5,000.

| **Project Budget** |
| --- |
| This document is a template only. Please adjust it to suit your project. |
| **REVENUE** | **Confirmed Revenue (yes or no)** | **Amount ($)** | **Detail** |
| **GRANTS** |
| Community Arts Fund |  |  |  |
|  |  |  |  |
| **FUNDRAISING REVENUE** |
|  |  |  |  |
| **EARNED REVENUE**  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL REVENUES** |  | **$0.00** |
|  |  |  |  |
| **EXPENSES** |  | **Amount ($)** | **Detail** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **MARKETING/PROMOTION** |
|  |  |  |  |
|  |  |  |  |
| **ADMINISTRATIVE** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL EXPENSES** |  | **$0.00** |
|  |  |  |  |
| **TOTAL REVENUE** | **$**  |
| **TOTAL EXPENSES** | **$** |

| **IN KIND**  |
| --- |
| **Revenue**  |  |  |
| **Expenses** |  |  |
|  |  |  |
|  |  |  |