

**2024 Community Arts Fund
Budget Form**

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		