



Proposal Budget Instructions

To complete your proposal budget, please be sure to include all expenses associated with your proposed Big Read. You may direct any questions to the NEA Big Read team at Arts Midwest at 612.238.8010 or neabigread@artsmidwest.org

The basics

- Use the Microsoft Excel form provided on the guidelines webpage or in the online application. Please do not use any other format or form to complete your budget.
- Input each expense as a row starting with the name of the expense and a description. In the same row, type in the dollar amount for that expense in the cell of the appropriate column to the right. Columns to the right of the description indicate the various funding sources (NEA Big Read grant, Applicant, Partner or Funder, or In-Kind).
 - If the expense is covered by a partner, funder, or is in-kind, please indicate the specific name of the source in the “Source” cell (Column C).
 - If an expense derives from multiple funding sources, you can split the total between two or more columns. Refer to line 36 in the example budget for clarification.
- Your total for the NEA Big Read Grant column should be between \$5,000 and \$15,000.
- Round all numbers to the nearest \$10.

1 to 1 match/cost-share

- There is a 1 to 1 cost share/matching requirement for NEA Big Read grant award. For example, if you request a \$5,000 grant from NEA Big Read, you must cost share/match your request with a minimum of \$5,000 from other sources.
- The 1 to 1 cost share/match can consist of expenses covered by other grants from local funders, cash donations, partner contributions, or in-kind contributions.
 - Common examples of matching resources from the applicant organization are personnel costs, venue space, and administrative overhead.
 - Common examples of in-kind contributions are value of rented venue space, volunteer time, partner personnel costs, advertising, etc.
 - Applicants should determine the fair-market value of in-kind contributions. A good place to determine the fair market value would be to contact your local chamber of commerce.
- Federal funds may not be used to match this grant, whether they are direct federal funds from agencies like the Institute of Museum and Library Services or federal funds subgranted through your state arts agency, state department of education, or other sources.

Entering expenses

When you open the one-page Microsoft Excel template, you should see 9 columns (Labeled A-I). The first two columns should list your item (column A) and give detail about that item (column B). You should use one row per expense. Some rows serve as header rows (Personnel, Program expenses, Promotion). They are colored grey to help you organize your expenses into common categories.

To get started, fill out columns A and B with text. Next, enter the cost of the expense in the appropriate column to the right in the same row. For instance, if you plan to use NEA Big Read grant funds to pay speaker fees, enter the dollar figure for your speaker expense in the “NEA Big Read Grant” column.

Representing your grant request and required 1 to 1 match/cost-share

Your expenses are totaled in the rightmost columns and at the bottom of each column. The bottom total represents the total amount of expenses in that funding category (columns D-G). The total in the NEA Big Read Grant column (column D) should equal your grant request. The combined total in the other columns (E-G) represents your match and should equal or exceed your grant request.

You may have expenses that are paid via multiple sources. For example, you want to use grant funds to pay for half of your speaker fee and another party is funding the remaining half. In that scenario, you would split the cost between the “NEA Big Read Grant” column and the “Funder/Partner” column and list the Source. See Line 18 in the example budget for clarification.

The total at the bottom of column H represents your match/cost-share. This sum should be equal to or greater than the total of column D to successfully meet the required 1 to 1 match/cost-share.

Unallowable costs

Do not include fundraising costs, hospitality activities (e.g., receptions, refreshments, meals, etc.), concessions (e.g., food, T-shirts for resale), gifts for project participants, scholarships, prizes, contingencies, or costs incurred prior to the receipt of an executed grant agreement. Sub-granting federal funds is unallowable. Food is an allowable expense for visiting parties as part of travel costs only.

Last, but not least

- Please do not alter the margins or layout of the budget form or export it into another format.
- The form is meant to be a single page in landscape orientation. If you need to add rows or run out of space, see if you can condense several line items into one.
- Arts Midwest staff can review budgets for technical accuracy prior to formal submission given enough advance notice.
- The budget form has an optional space at the bottom to add narrative detail if you feel the need to clarify parts of your budget.
- Applicants whose grants are recommended for less than the amount requested will be asked to revise their budget before grant funds are issued.
- Your budget should include only those costs that will be incurred during the programming period that you have indicated for your NEA Big Read.
- Your budget should reflect all the costs associated with your NEA Big Read. Make sure the items correspond with the project that you describe in your application. Compare your budget to your narrative and look for any inconsistencies or budget items that don't relate to the narrative.