

# Intersection for the Arts Intersection Incubator/Fiscal Sponsorship Application

## Budget Form

Increment of Time Covered: \_\_\_\_\_

	Recent Period	Proposed Period	Notes
<b>INCOME</b>	When: _____	_____	(Notes are REQUIRED -- attach extra sheet if necessary)
<b>Contributed Income</b>			
Individual Contributions	_____	_____	_____
Foundation Grants	_____	_____	_____
Government Grants	_____	_____	_____
Business Sponsorships	_____	_____	_____
Fundraising Events	_____	_____	_____
Other Contributed Income	_____	_____	_____
<b>Subtotal Contributed Income:</b>	<b>\$0</b>	<b>\$0</b>	
<b>Earned Income</b>			
Admissions	_____	_____	_____
Concession Sales	_____	_____	_____
Contracted Services	_____	_____	_____
Product Sales	_____	_____	_____
Tuition/Workshops	_____	_____	_____
Memberships/Subscriptions	_____	_____	_____
Other Earned Income	_____	_____	_____
<b>Subtotal Earned Income:</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL INCOME</b>	<b>\$0</b>	<b>\$0</b>	

## EXPENSES

<b>Personnel &amp; Services</b>			
Artistic	_____	_____	_____
Technical/Production	_____	_____	_____
Fundraising	_____	_____	_____
Marketing	_____	_____	_____
Administration	_____	_____	_____
Other Services	_____	_____	_____
<b>Subtotal Personnel:</b>	<b>\$0</b>	<b>\$0</b>	
<b>Direct Project Expenses</b>			
Event Space Rental	_____	_____	_____
Rehearsal/Studio Space Rental	_____	_____	_____
Project Supplies/Equipment	_____	_____	_____
Product Distribution	_____	_____	_____
Marketing/Publicity Materials	_____	_____	_____
Product Printing/Copying	_____	_____	_____
Other Project/Contingency	_____	_____	_____
<b>Subtotal Project Expenses:</b>	<b>\$0</b>	<b>\$0</b>	
<b>Operating Expenses</b>			
Admin Space Rental/Utilities	_____	_____	_____
Fiscal Sponsor Fee (10%)	_____	_____	_____
Insurance Premiums	_____	_____	_____
Memberships/Registrations/Fees	_____	_____	_____
Office Supplies	_____	_____	_____
Communications (phone/fax/web)	_____	_____	_____
Printing/Copying	_____	_____	_____
Postage/Delivery	_____	_____	_____
Travel/Parking	_____	_____	_____
Hospitality/Receptions/Food	_____	_____	_____
Other Operating/Contingency	_____	_____	_____
<b>Subtotal Operating Expenses:</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	

## IN-KIND CONTRIBUTIONS

Services Donated	_____	_____	_____
Space Donated	_____	_____	_____
Supplies/Equipment Donated	_____	_____	_____
<b>TOTAL IN-KIND VALUE:</b>	<b>\$0</b>	<b>\$0</b>	

## BUDGET FORM INSTRUCTIONS & DEFINITIONS

Please use this form to discuss your financial plans as best as possible. The budgetary size of your project is not the priority -- rather, we want to understand your strategies for raising funds and priorities for spending. The thoroughness of your budgetary planning will help us determine your eligibility for the program.

The Notes field is essential to our understanding of your project. If there's not enough room on the form, feel free to attach a separate page. Here are some examples of notes you might supply:

- Income Sources (i.e. nature of fundraisers, pre-existing relations with funders, expected attendance at events or workshops)
- Staffing Plans (i.e. how many personnel, paid vs. volunteer, plans to hire consultants)
- Types of Expenses (i.e. major types of production supplies, space rental needs)
- Surprising Zeros (i.e. expenses you're covering personally, services or equipment donated by others)
- Differences between Recent & Proposed Periods (i.e. types of growth, changes in pro-bono relationships)

If you prefer, you may submit your own budget sheet, using the relevant lines from this form. It MUST include:

- Income Amounts & Sources Estimated or actual)
- Operating Expenses (if you're covering your own expenses, also add this amount to the income side as a personal contribution)
- Explanatory Notes (so that we can understand your financial intentions)

**Following are line-by-line instructions and definitions to assist you in filling out the form...**

**Increment of Time Covered:** Some projects budget on an annual basis, some per production -- let us know your system

**Recent Period:** This whole column should include budget info from previous or current year, relevant past period, or a recent project -- whichever clearly explains the scale of what you've done before. If you're starting from scratch, just leave this column blank.

**Proposed Period:** Include information for the upcoming year or relevant future period. When in doubt, keep these numbers at the minimum amount necessary to do your work -- don't "pad" it the way you might in a grant proposal.

### Contributed Income

Individual: Financial contributions from individual persons not related to organizations

Foundation: Financial contributions from non-profit foundations

Government: Financial contributions from federal, state, or local government such as NEA, SF Art Commission, etc.

Corporate: Financial contributions from commercial businesses

Fundraising Events: Financial contributions from benefit events

### Earned Income

Admissions: Income earned from ticket sales or admissions donations (i.e. suggested donations)

Concession Sales: Income earned from concessions sold at events (i.e. beverages, food, etc.)

Contracted Services: Income earned from work on a specific contract (i.e. school performance, lecture)

Product Sales: Income earned from selling materials produced by the project (i.e. cd's, books, magazines, t-shirts)

Tuition/Workshops: Income earned from individual or group fees for teaching self-produced workshops and classes

Memberships/Subscriptions: Income earned from people joining your organization as a member or subscribing to your periodical

**Personnel & Services:** Include any payments to individuals or organizations for work done or services rendered (Includes graphic designers, publicists, grantwriters, lawyers, accountants, etc.)

### Direct Project Expenses

Event Space Rental: Space rented for any public events (i.e. performances, displays, fundraisers)

Rehearsal/Studio Space Rental: Space rented for direct support and creation of your artistic work

Project Supplies/Equipment: Purchase or rental of any physical supplies or equipment used in the direct creation of your work

Product Distribution: Cost of delivering your artistic work (i.e. magazine postage, book shipping)

Product Printing/Copying: Cost of printing or duplicating your artistic work (i.e. book printing, film dubbing)

Marketing/Publicity Materials: Cost of creation and distribution of promotional materials (i.e. postcards, posters, press packets)

(Please do not include fees to publicists or graphic designers, these should go under 'Personnel & Services')

### Overhead Expenses

Admin Space Rental/Utilities: Space rented for administrative support of the project (i.e. meetings, office), plus electricity/water

Fiscal Sponsor Fee: 10% of all money deposited at Intersection

Insurance Premiums: Fees paid for liability, volunteers, workers comp and/or health insurance

Memberships/Registration Fees: Such as conference registrations, business licenses, bank fees, trade organization memberships

Office Supplies: Purchase or rental of physical items related to project administration

Communications: Any expenses associated with phone, fax, or internet/website

Printing/Copying: Copier rental and/or printing of items (Other than your actual artistic products or marketing materials)

Postage/Delivery: Postage, shipping, messenger fees (Other than distribution of your artistic product or marketing materials)

Travel/Parking: Cost of in-town transportation/parking or out-of-town travel related to project

Hospitality/Receptions/Food: Food expenses directly related to receptions, meetings, rehearsals, etc.

**In-Kind Contributions:** These are contributions of any actual goods or services without a fee or cash exchange. While we don't want you to expand the actual budget, we do want to know what else makes it possible for you to do your work. Examples include: Free use of copy machines, donated art supplies, free food for fundraisers, pro-bono grantwriting or promotions design. Please do not include volunteer assistance by members of your project -- this should be handled by putting a zero in the relevant expense column, then explaining who's volunteering in the notes field.