

# Glossary of Budget Terms

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## Project Expenses

### A Personnel

Payments for salaries, wages, fees and benefits specifically identified with the project for administrative, artistic and technical/production staff.

### B Outside Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the grantee but consultants or the employees of other organizations, whose services are specifically identified with the project. Artistic personnel who are serving in non-employee/non-staff capacities should be described here.

### C Space Rental

Payments specifically identified with the project for rental of office, rehearsal, theater, hall, gallery and other spaces.

### D Travel

All costs directly related to the travel of an individual or individuals specifically identified with the project. Include fares, hotel, and other lodging expenses, meals, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include reception or entertainment costs. Shipping costs should be listed under Remaining Operating Expenses.

### E Marketing

All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters. Fundraising costs should be listed under Remaining Operating Expenses.

### F Remaining Operating Expenses

All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under Travel, subgrants and fundraising.

### G Total Cash Expenses

The total of all items A-F above.

## Project Income

### A Admissions

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

### B Contracted Services Revenue

Revenue derived from fees earned through sales of services (other than this grant). Include charges for workshops or other services to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

### C Other Revenue

Revenue derived from sources other than those listed in other lines. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

### D Private Support

Cash support derived from contributions given for this project (other than this grant) by businesses, corporations, corporate foundations, private foundations, cash donations, or a proportionate share of such contributions allocated to this project. Proceeds from fund-raising events should be listed under Other Private Support.

### E Government Support

Cash support derived from grants given for this project (other than this grant) by agencies of the federal government, state government, multi-state consortia of state agencies, city, county or other local government agencies, or a proportionate share of such grants allocated to this project. Please note that Council funds may not be used to match another Council grant.

### F Applicant Cash

Include funds from the grantee's present resources that the grantee provided to the project.

### G Grant Amount

Amount received from the Grassroots Arts Program in support of this project.

### H Total Cash Income

The total of all items A-G must equal or exceed the Total Cash Expenses of the project.