



Project Budget

Redwood City Civic Cultural Commission

Revenues

Grants and cash contributions

Includes the Redwood City Civic Cultural Commission grant request and other grants or cash contributions you expect to receive.

Example: Grant request (pending)	Redwood City Civic Cultural Commission	\$ 1,000
Type of revenue	Detail	Amount
Subtotal:		\$ -

Applicant's contributions

Include any funds from the applicant organization that will be contributed to the program.

Example: General operating	From company's general operating funds	\$ 10,000
Type of revenue	Detail	Amount
Subtotal:		\$ -

Earned revenue

Include only revenues related to the performances and educational activities associated with your proposed project, including ticket income and workshop fees received from schools.

Example: Ticket Sales	250 tickets x \$10 per ticket	\$ 2,500
Type of revenue	Detail	Amount
Subtotal:		\$ -
Total revenues:		\$ -



Project Budget

Redwood City Civic Cultural Commission

Expenses

Artistic fees

Outline the fees for contractual personnel and compensation for the director, actors, musicians, muralists, performers and teaching artists. Include the total number of actors/artists, rate of pay, and number of weeks or time period.

Example: Actors	5 actors x \$500/week x 2 weeks	\$	5,000
Type of expense	Detail		Amount
Subtotal:		\$	-

Production expenses

Outline only expenses related to the production, such as costumes, sets, props, production rental fees and painting supplies. Also include compensation expenses related to stage crew, production manager and designer fees (lighting, costumes).

Example: Costumes expense	Costumes for 5 performers	\$	1,250
Example: Lighting designer fee	Fee for lighting designer	\$	500
Type of expense	Detail		Amount
Subtotal:		\$	-

Staff salaries and benefits

Outline expenses used to cover compensation for your company's personnel. You may calculate salaries and wages as a percentage of annual income or based on an hourly rate. Fees for contractual personnel and compensation for director, actors, and musicians should be included under the "artistic fees" section of this budget. Fees for contractual personnel and compensation for stage crew, designers, producers should be included under the "production expenses" section of this budget.

Example: Artistic Director	10% of annual salary (production and education)	\$	8,000
Type of expense	Detail		Amount
Subtotal:		\$	-

Other expenses

Outline expenses related to the venue rental, security, printing, marketing, insurance and supplies.

Example: Printing	Study guides	\$	500
Type of expense	Detail		Amount
Subtotal:		\$	-
Total expenses:		\$	-

Total Net Income (Loss): This must be zero or higher.		\$	-
--	--	----	---



Project Budget

Redwood City Civic Cultural Commission

In-Kind contributions (if applicable)

Outline in-kind contributions incurred as a result of ticket fee and/or workshop fee reductions or subsidies.

Example: Ticket subsidy	\$10 x 600 = \$6,000 (50% reduction for students)	\$	3,000
Example: Donated Lighting Equipment	Lighting Equipment with a rental value of \$650	\$	650

Source	Detail		Amount
Total in-kind:			-

These contributed items may not be included in the expenses or revenues.

\$

-