

# Grant Application Budget Form

Please estimate the expenses and revenue you anticipate needing to complete your proposed project. **This is a non-matching grant, and the presence or absence of additional funds will not be a factor in the adjudication of this grant opportunity.** If you do anticipate securing/using additional funds to complete your project, however, please use the form to itemize them so that NASAA can better understand how creative aging will be supported in your state. Please consult the guidelines for notes on allowable expenses and activities. Round all budget figures to the nearest whole dollar. Total project income must equal total project expenses in order for your application to be adjudicated by the panel. If you have any questions about this form, contact [Susan Oetgen](mailto:Susan.Oetgen@nasaa-arts.org), Arts Learning Projects Director. When your information is complete, please save this form and submit it as an attachment — along with your project narrative and project details form — via email to [creativeaging@nasaa-arts.org](mailto:creativeaging@nasaa-arts.org). (The auto-calculation function embedded in this form may not work for all end-users. In the event, please enter your income and expense totals manually.)

## Projected Amounts:

Income		
Creative Aging, Creative Futures Grant Funding		Please enter \$77,500
Private Funding		Include foundation funding or contributions. Exclude the \$77,500 in NASAA grant funds for which you are applying.
Federal Funding		
State Funding		Include funds from your agency's budget or state agencies with whom you are partnering.
Earned Income		E.g., speaker fees, registration fees, etc.
In-Kind		E.g., the value of volunteer time, the value of waived venue rental fees, etc.
Other Income		Please explain:
Other Income		Please explain:
<b>TOTAL INCOME:</b>		Sum of all income items

Expenses		
Travel		
Staff Travel		Include transportation, lodging and per diem for meals.
Artist / Teaching Artist Travel		Include transportation, lodging and per diem for meals.
Consultant Travel		Include transportation, lodging and per diem for meals.
Consultants / Subcontracts		
Artist / Teaching Artist Fees		Compensation for artistic services (planning/leading workshops, etc.)
Artist / Teaching Artist Stipends		Compensation for other artist time (attending training, etc.)

<b>Expenses Continued</b>		
Consulting Fees		E.g., project management contractor, technology consultant, etc.
Honoraria		E.g., speakers, project advisors, panelists, etc.
<b>Other Direct Costs</b>		
Grant Awards		For creative aging residencies or similar activities consistent with the intent of this NASAA grant program.
Convening		E.g., space rental, A/V costs, food, etc.
Materials & Supplies		E.g., art supplies, office supplies or technology accessories used to implement the proposed project.
Marketing & Promotion		E.g., website design, print materials, mailings, logo design, documentation, etc.
Technology		E.g., video conference platform, web programming, software, etc.
<b>Administrative Expenses</b>		
Salaries / Benefits		For staff directly involved in creative aging program development or partnership activities.
Administrative Expenses		E.g., fiscal sponsor fee, licensing fees, etc.
<b>Other Expenses</b>		
Other Expenses		Please explain:
<b>TOTAL EXPENSES:</b>		Sum of all expense items

As needed, please use this section to share any additional information that will help us understand your project budget. If you have notes to add to a specific expense or income amount you entered above, please include that information here.