

## Sample Budget Form

Please note this is a sample budget template, if you have more detailed revenues and expenses for your project, you can submit a more detailed budget that follows the format below.

<b>PROJECTS BUDGET</b>			
	<b>Only complete the line numbers that are relevant to your project.</b>	<b>Breakdown the revenue for your project by entering the amounts into in-kind and cash.</b>	
100	<b>REVENUE</b>	<b>TOTAL</b>	<b>IN-KIND</b>
101			
102	Entrance/Admission Fees		
103	Other Earned		
104	<b>TOTAL EARNED REVENUE</b>	\$	\$
105	Applicant's Contribution		
106	Corporate Donations		
107	Corporate Sponsorships		
108	Individual Donations		
109	Other Grants		
110	Other		
111	<b>TOTAL PRIVATE SECTOR</b>	\$	\$
112			
113	Federal Government/Public Sector		
114	Provincial Government/Public Sector		
115	Municipal Government/Public Sector		
116	Other Projects Request		
117	<b>TOTAL PUBLIC SECTOR</b>	\$	\$
118	Other Revenue		
119	<b>TOTAL REVENUE</b>	\$	\$
120	<b>EXPENSES</b>		
121	Programming		
122	Administration		
123	Marketing and Publicity		
124	Other		
125	<b>TOTAL EXPENSES</b>	\$	\$
**Please note that Revenues must equal Expenses to be considered for funding**			

100	<b>REVENUE</b>	
101		
102	Entrance/Admission Fees	Revenue from admission if the project has a ticketed or entry component.
103	Other Earned	All other earned revenue including, merchandise sales, concession, memberships, etc.
104	<b>TOTAL EARNED REVENUE</b>	Sum of lines 102 and 103
105	Applicant's Contribution	Funding, both cash and in-kind, contributed by the applicant for this project.
106	Corporate Donations	Donations, both cash and in-kind, from corporate donors.
107	Corporate Sponsorships	Sponsorships, both cash and in-kind, from corporate donors.
108	Individual Donations	Donations, both cash and in-kind, from individuals.
109	Other Grants	
110	Other	Any other private sector revenue.
111	<b>TOTAL PRIVATE SECTOR</b>	Sum of lines 106, 107, 108, 109 and 110
112		
113	Federal Government/Public	Funding, both cash and in-kind, received from federal public sources. For example, Canadian Heritage, ACOA and The Canada Council for the Arts.
114	Provincial Government/Public	Funding, both cash and in-kind, received from provincial public sources. For example, Rural Development, Tourism PEI
115	Municipal Government/Public	Funding, both cash and in-kind, received from municipal public sources. For example, The City of Charlottetown or Summerside
116	Project Request	Your request for funding through this program.
117	<b>TOTAL GOVERNMENT/PUBLIC SECTOR</b>	Sum of lines 113, 114, 115 and 116
118	Other Revenue	Other revenue that is not accounted for in the rows above.
119	<b>TOTAL REVENUE</b>	Sum of lines 104, 111, 117 and 118
120	<b>EXPENSES</b>	<b>Please submit detailed breakdown for each of these four categories.</b>
121	Programming	Expenses associated with creative/artistic creation, production, and presentation, including artistic fees.
122	Administration	Expenses associated with office administration for the project coordination costs, insurance, banking, and travel.
123	Marketing	Expenses associated with marketing.
124	Other	Other expenses that are not accounted for in the rows above. Please provide descriptions of each by attaching a spreadsheet.
125	<b>TOTAL EXPENSES</b>	Sum of lines 121, 122, 123 and 124