

Completing the Application

3. Prepare a Budget

Please submit your budget on a separate page. It should detail both income and expenses. Expenses can include artist fees, materials, travel, and other items. Income should include your KFW grant request and also other grants, donations, and in-kind contributions. The budget should clearly indicate how items listed relate to the proposed activities.

The budget is a key aspect of your application because it shows what resources you need and how they will be used. Reviewers look at your budget to determine if your activities have been well thought out, and if they are realistic. They also refer to your budget when recommending funding amounts for awarded grants. Artist Enrichment funds should primarily be used for activities that develop you as a feminist social change artist, and the feminist, social justice content of your work. If your total budget exceeds maximum KFW funding, indicate how KFW funds will be spent and how you will obtain the remaining funds. Reviewers appreciate seeing that you have other support for the activities, whether as cash or in-kind donations, as it shows more evidence of the ability to complete the proposed activities and accomplish social change. Also be sure to make clear the importance of KFW funding in ensuring the success of your feminist, social change activities.

Individuals and organizations should include **artists' fees**, which represent the time the artist spends carrying out the proposed work. Artists' fees should be designated as a daily or hourly rate, not by quantity of work produced. KFW recognizes that artists' fees vary widely, so your application will be stronger if you explain how you arrived at the amount of artists' fees requested. In calculating artists' fees, please think realistically about levels of compensation based on comparable work in other fields. In addition, KFW pays artist fees, not living expenses. Artist fees pay artists for their time—whether in the creation of art, or in planning for and presenting activities. Artists can use these artist fees to cover their living expenses, but KFW pays the artist—not rent, utilities, etc. We encourage every applicant to ask for artist's fees, because KFW values the work of the artist.

Sample Budgets

The following are samples of Artist Enrichment budgets¹. It doesn't matter what format you use, but the important thing to remember is to itemize all of your expenses, show where your income comes from, indicate how KFW funds will be spent, ensure that the Total Expenses matches the Total Income and to be sure that the budget items clearly relate to the proposed activities. It is also helpful to the reviewers if you identify exactly what KFW funds will be used for if your total budget exceeds the KFW request.

Sample Budget #1: To Complete a Film

EXPENSES	Item Cost	Total	INCOME	Cash	In-Kind
Artists' Fees*		\$5,000	KFW Grant	\$6,250	
Shooting and Editing: (rate x hours/days)	\$5,000		Artist Fees:	\$5,000	
Production Expenses		\$4,900	Scriptwriting:	\$1,000	
Equipment Rental	\$1,000		Postage:	\$250	
Studio Rental	\$600		Donations:		\$1,800
Musician Fees	\$800		Studio and Equipment Rental		\$1,600
Soundtrack costs	\$500		Marketing Coordinator		\$200
Graphics Design	\$1,000		Other Grants:	\$4,500	
Scriptwriting	\$1,000		*** Foundation	\$4,000	
Marketing Expenses		\$1,450	Private Donor	\$500	
Printing	\$1,000				
Postage	\$250				
Marketing Coordinator	\$200				
Travel		\$1,200			
Mileage (miles x rate)	\$800		TOTAL	\$10,750	\$1,800
Lodging (nights x rate)	\$400		TOTAL		
TOTAL EXPENSES		\$12,550	INCOME	\$12,550	

¹ These budgets and the numbers in them are fictitious. They are based on successful budgets, but items and item costs have been changed.

Sample Budget #2: To Participate in a Writing Residency or Workshop

Income:	Total: \$5,000
KFW Grant Request: \$4,350 <i>(for Artist Fees and Residency/Workshop fee)</i>	
Private Donations: \$650 <i>(for books and travel)</i>	
Expenses:	Total: \$5000
Artists Fees (\$/hr x # hrs): \$3500	
Residency/Workshop Fee: \$850	
Supplies (paper, ink, notebooks, CDs): \$100	
Books: \$100	
Travel	
Estimated airfare: \$400	
Local ground transportation: \$50	

Sample Budget #3: To Produce a Performance

Expenses:		
Artist Fees	\$100/wk x 15 weeks <i>includes preparation time, practice, and performance</i>	\$1,500.00
Production supplies	props, costumes, set pieces	\$600.00
Space Rental	one evening auditorium rental	\$500.00
Marketing	posters, fliers time of marketing assistant sending emails, press releases	\$100.00 \$100.00
Transportation	(miles x rate)	\$200.00
TOTAL		\$3,000.00

Income:	Cash	In-Kind
KFW Grant Request <i>for artist fees \$1500; supplies \$400; space rental \$500 and marketing \$200)</i>	\$2,600.00	
Donations Supplies (props, etc.)		\$200.00
Private Donations	\$200.00	
TOTAL:		\$3,000.00

Sample Budget #4: To Create New Paintings

Expenses		Income	
Artist Fees <i>(rate x hours/days)</i>	\$2500	KFW Grant Request	\$5,500
Studio Rental <i>(\$/mo x # months)</i>	\$1500		
Materials <i>Fabric \$xxx</i> <i>Paint \$xxx</i> <i>Canvas \$ xxx</i>	\$1500		
Total Expenses:	\$5,500	Total Income:	\$5,500

Other Budget-related questions:

How do I determine my artist fees?

This is a difficult question, and each artist does it differently. There are two general ways to approach your artist fee: 1) think about how much you actually need to complete the project; or 2) look at what other artists in your field earn. In the first way, you would want to consider your living expenses and your current salary and figure out exactly how much you'll need to sustain yourself during the time you're working on the proposed project. (Keep in mind that grant funds are taxable, as KFW must report all grants to the IRS). In the second scenario, find out how much artists in your field make in Kentucky, then consider your own level of experience and training. **The most important thing is to make a note in your budget explaining how you arrived at the amount of artist fees.**

Should I request the full \$7,500?

Request only what you think you will realistically need to accomplish your proposed activities. The more realistic and specific your budget, the stronger your application. Also, bear in mind that very few applicants are awarded full funding.

What else should I include in my budget?

Art supplies and materials should be clearly shown as a line item in your budget, as should other arts-related costs, such space rental. Also, since reaching the community is an important part of social change art, you should include money for announcements, flyers, press releases, or other forms of outreach for your work, if appropriate. Also be sure to include income from other individuals, grants, or community members and specifically how KFW funds will be spent.

How do I calculate mileage for travel?

This is up to you. Many grantees use the Kentucky state government rate, which changes quarterly and is currently \$0.42 per mile, as of July 1, 2010.