

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 refer to your budget when recommending funding amounts for awarded grants. Art Meets Activism funds should primarily be used for arts-based community activities that will benefit the lives of women and/or girls in Kentucky. 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 Art Meets Activism 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, and ensure that the Total Expenses matches the Total Income and to be sure that the budget items clearly relate to the proposed activities.

Sample Budget #1: To Create a Community Mural

EXPENSES	Item Cost	Total	INCOME	Cash	In-Kind
Artists' Fees		\$5,000	KFW Grant Request	\$5,500	
Lead Artist (rate x hours/days)	\$1,500		Artist Fees: \$5000		
Community artists	\$3,500		Print/Post: \$100		
			Paint: \$400		
Supplies		\$600	Other Grants	\$700	
Paint	\$400				
Painting supplies	\$100				
Documentation supplies	\$100				
Mural Opening		\$900	Donations		
Marketing time	\$100		Private Donor	\$300	
Printing/Postage	\$100		Music/food for opening		\$500
Refreshments	\$200		Painting supplies		\$100
Music	\$500		Time for Marketing		\$100
Misc.		\$700			
Mileage (miles x rate)	\$400				
Child Care (days x rate)	\$300				
TOTAL EXPENSES		\$7,200	TOTAL INCOME		\$7,200

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 Host a writing conference

Income:	Total: \$7,000
KFW Grant Request: \$4,000 (for artist fees and space rental)	
Other Grant: \$1000	
Registration Fees: \$ 2000 (cost per person x number of participants)	
Expenses:	Total: \$7000
Artists Fees: \$3000 (Artist A: \$700, Artist B: \$700, Artist C: \$700, Organizer fees: \$900)	
Space Rental: \$1500	
Supplies and books for participants: \$500	
Meals and snacks: \$1000	
Travel	
Estimated airfare: \$800	
Local ground transportation: \$2000	

Sample Budget #3: To Teach and Produce a Performance

Expenses:		
Artist Fees	\$150/wk x 15 weeks <i>includes preparation time, practice, and performance</i>	\$2,250.00
Production supplies	props, costumes, set pieces	\$600.00
Space Rental	auditorium rental	\$500.00
	Practice space (\$50/wk x 15 weeks)	\$750.00
Marketing	posters, fliers	\$100.00
	time of marketing assistant sending emails, press releases	\$100.00
Transportation	(miles x rate)	\$1,200.00
TOTAL		\$5,500.00

Income:	Cash	In-Kind
KFW Grant Request <i>for artist fees \$2250; supplies \$300; space rental \$1250 and marketing \$200)</i>	\$4,000.00	
Donations		
Supplies (props, etc.)		\$300.00
Private Donations	\$200.00	
Other Grants	\$1000.00	
TOTAL:		\$5,500.00

Sample Budget #4: To Present workshops

Expenses		Income	
Teaching Artist Fees	\$2500	KFW Grant Request	\$ 4200
\$2,500 (<i>rate x hours/days</i>)			
Visiting Artist Fees	\$200		
Studio Rental	\$1500	Studio Rental, in-kind	\$1500
Childcare	\$ 100	Childcare volunteer	\$ 100
Materials	\$1500		
<i>Fabric \$xxx</i>			
<i>Paint \$xxx</i>			
<i>Canvas \$ xxx</i>			
Total Expenses:	\$5,800	Total Income:	\$5,800

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 as 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 \$0.41 per mile.