

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. Your application will be stronger if you show specifically how KFW funds will be spent. Art Meets Activism funds should primarily focus on arts-based community activities benefiting 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 plan to obtain the remaining funds. Your application will be stronger if you can show financial and in-kind support for your planned activities in addition to KFW, whether as cash or in-kind donations, as evidence of the ability to complete the proposed activities and accomplish social change. Also be sure to make clear the specific role 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 grant-related activities. Artists can use these artist fees to cover their living expenses, but KFW pays the artist, not rent, utilities, etc. KFW staff encourage every applicant to ask for artist's fees, because the foundation values the time of all artists.

Sample Budgets: You may want to refer to the four samples of Art Meets Activism budgets¹. It doesn't matter what format you use, but it is important to itemize all expenses, show all sources of income and indicate how KFW funds will be spent. Please be sure that the Total Expenses match the Total Income and that the budget items clearly relate to the proposed activities.

¹ These budgets are fictitious. They are based on successful budgets, but purpose, items and item costs have been changed. These fictitious figures may not be realistic, and the items listed may not correspond with items you need to list.