

### 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 anticipated grants, donations, or 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 grant request will be stronger if you show specifically how KFW funds will be spent. 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 and/or utilize in-kind contributions. Your grant request will be strengthened if you can show that you have other support for the activities, whether as cash or in-kind donations. Listing other sources of support shows evidence of the ability to complete the proposed activities and accomplish social change. When you list other sources of support, 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 making art and carrying out the proposed work. Artists' fees should be designated as an hourly or daily rate, not by quantity of work produced. KFW recognizes that artists' fees vary widely, so your application will be strongest if you explain how you arrived at the amount of artists' fees requested, and how they are appropriate for the kinds of activities proposed. 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. KFW staff encourage every applicant to include artist fees in their budget, because KFW values the work of artists.

#### ***Frequently Asked Questions about the Budget:***

##### **How do I determine my artist fees?**

This is a difficult question, and there is considerable variation among artists in how fees are calculated. There are two general ways to approach your artist fee: 1) think about how much you actually need to complete the art activities; 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 activities. (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. In either case, please submit artist fees as an hourly rate, and be sure that the rate is appropriate for the type of activities proposed. **The most important thing is to note in your budget how you arrived at the amount of artist fees.**

### **Should I request the maximum \$7,500?**

Request only what you think you realistically will need to accomplish your proposed activities. Please bear in mind that very few applicants are awarded this maximum amount. Also bear in mind that very few applicants are awarded the full amount that they requested. The more realistic and specific your budget, the stronger your application, and the more likely you are to receive your requested amount.

### **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 communications about your work, if appropriate. Also be sure to include income or in-kind contributions 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.

## Sample Budgets

The following four budgets are samples of Art Meets Activism budgets.<sup>1</sup> You may choose to use one of these formats or create your own. Whatever format you use, be sure to itemize all of your expenses and show the sources of your income, both cash and in-kind. Clearly indicate how KFW funds will be spent and ensure that the Total Expenses matches the Total Income. Be sure that the budget items clearly relate to the activities you are proposing. It is also helpful to the reviewers if you identify exactly what portion of the expenses KFW funds will be used to complete your activities if your total budget exceeds the KFW request.

### Sample Budget #1: To Create a Community Mural

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

<sup>1</sup> These budgets and the numbers in them 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.

**Sample Budget # 2: Collaborative Community-Based Dance & Visual Performance**

<b>Expenses</b>	<b>KFW Request</b>	<b>Other Funders</b>	<b>Total</b>
Visual artist fee (48 hrs @ \$50 per hr)	\$2,400		\$2,400
Visual artist prep fee (10 hrs prep \$30 per hr)	\$300		\$300
Performance costumes (12 dancers)	\$1,050		\$1,050
Dance Residency Artist Fees	\$2,000		\$2,000
Music Mixing	\$100		\$100
Visual Art Workshop Supplies	\$250		\$250
Studio Dance Instructor		\$1,200	\$1,200
Production Team		\$1,445	\$1,445
Project Manager		\$1,825	\$1,825
<b>TOTALS</b>	<b>\$6,100</b>	<b>\$4,470</b>	<b>\$10,570</b>

**Sample Budget # 3: Mentoring Grassroots  
Women Writers**

Expenses		
Mentor for women writers	\$60 per hr x 20	\$1,200
Stipends for apprentice writers	3 x \$650 stipend	\$1,950
Publication of writings	3 x \$400	\$1,200
Transportation for mentor		\$520
Trsansportation for apprentices	3 x \$100	\$300
Website for writings		\$360
Book launches		\$300
TOTAL		\$5,830
Income		
Book sales		\$1,250
Mentor in-kind for time		\$500
Apprentices in-kind for transportation		\$300
Website design in-kind		\$630
KFW request		\$3,150
		\$5,830