

3. Prepare a Budget

Please prepare your budget as a separate document. 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. Artist Enrichment funds should primarily be used for activities that develop you as an artist, and the feminist, social justice aspects of your artwork.

Since your total budget is likely to be greater than the KFW grant request, indicate how KFW funds will be spent and how you will obtain the additional funds, including in-kind contributions. 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 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 if 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. We encourage every applicant to ask for artist's fees, 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 level of income 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 are samples of Artist Enrichment budgets¹. 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 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	Equipment:	\$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 EXPENSES		\$12,550	TOTAL INCOME	\$12,550	

¹ 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: 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	\$2500	KFW Grant Request	\$5,500
<i>(rate x hours/days)</i>			
Studio Rental	\$1500		
<i>(\$/mo x # months)</i>			
Materials	\$1500		
<i>Fabric \$xxx</i>			
<i>Paint \$xxx</i>			
<i>Canvas \$ xxx</i>			
Total Expenses:		Total Income:	\$5,500