

**DO NOT STAPLE**

Please include only costs related to the project you are requesting funding for.

BUDGET FORM - worksheet with formulas	Column A	Column B	Column C	
EXPENDITURES (Round to nearest dollar)	Total Cost (Cash and In-Kind)	REQUIRED Amount of Cash in Column A Requested from Arts Now	Amount of Column A that is In-Kind	Notes - Explain how the amounts in Column A were derived. Attach additional paper if needed.
<b>Fees</b>				
Artist fees				
Non-artist professional fees				
Consultant/mentor fees				
Other (specify):				
<b>Fees Sub-total:</b>				
<b>Direct Costs</b>				
Travel				
Accommodation and per diem				
Transportation				
Equipment rental				
Installation/production				
Other (specify):				
<b>Direct Costs Sub-total:</b>				
<b>Communications</b>				
Brochures or program notes				
Pre-printing including design, layout				
Printing/copying				
Distribution				
Web site design/production				
Marketing, publicity and promotion				
Other (specify):				
<b>Communications Sub-total:</b>				
<b>Overhead</b>				
Insurance				
Administration				
Office supplies				
Rental of space				
<b>Overhead Sub-total:</b>				
<b>TOTAL EACH COLUMN</b>				

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		Column B total cannot exceed 50% of Column A total (unless this is a mentorship project*)	Column C total cannot exceed 25% of Column A total

\* Please see Catalyst Program Guidelines

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REVENUES (Round to nearest dollar)	Cash	Indicate whether Confirmed or Applied for with C (Confirmed) A (Applied)	In-Kind Value	Notes - Provide clarifying information to Revenue amounts. Attach additional paper if needed.
Contribution from Applicant and Partners				
Applicant and Partner Sub-total:				
Local government grants (specify)				
Local Government Sub-total:				
Provincial government grants (specify)				
Provincial government Sub-total:				
Other Government (Federal etc) (specify)				
Other Government Sub-total:				
Foundations (specify)				
Foundations Sub-total:				
Sponsorship & Donations (specify)				
Sponsorship & Donation Sub-total:				
Earned Revenue (specify)				
Earned Revenue Sub-total:				
Other (specify)				
Other Sub-total:				
Request from Arts Now (Total Column B in Expenses)				
TOTAL ALL REVENUE SUBTOTALS AND ARTS NOW REQUEST				The total amount in Column C Revenues must equal Column C Total in Expenditures

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BUDGET FORM - worksheet with formulas	Column A	Column B	Column C	
TOTAL REVENUES FOR INITIATIVE (Column A + C)				
SURPLUS/DEFICIT				