

PROJECTED CASH INCOME		
Income Sources	Total \$	Is this income confirmed? (yes/no)
Other Support		
Arts Projects Funding Requested (between \$1000 - \$5000)		
City (not through this application)		
County		
State		
Federal		
Applicant's own cash		
TOTAL PROJECTED CASH INCOME *	\$ - *	

*(This number should match TOTAL EXPENSES - column F)

Clarifications of Projected Cash Income

Income Sources
 In the Income Source section, please list any and all streams of revenue associated with the proposed project. Please list specific sources of earned income and/or specific sources of corporate/ business/foundation support. Income sources can include, but are not limited to:

* **Admission fees** - income expected from ticket sales or entrance fees from participants.

PROJECTED CASH EXPENSES	
Expense Items	Total \$
Arts Activity	
Artist Fees	
Technical Fees	
Project Fees	
Access Services	
Project Administration	
Administration Coordinators	
Contractors or Consultants	
Rentals	
Security	
Space	
Equipment	
Marketing	
Printing	
Advertising	
Postage/Distribution	
Consumables	
Food	
Phone/Internet	
TOTAL PROJECTED CASH EXPENSES *	\$ -

*(This number should match TOTAL INCOME - column B)

Clarifications of Projected Cash Expenses

Arts Activity
 * **Artist Fees** - those fees directly associated with an artist's performance or service.
 * **Technical Fees** - those fees related to the production of the performance or service (e.g. the sound engineer's fee.)
 * **Project Fees** - those fees associated with the creation of an arts event or activity (e.g. material costs to construct a set, permits, insurance, etc.)
 * **Access Services** - those fees associated with activities to accommodate

IN-KIND/DONATED GOODS & SERVICES	
In-Kind/Donated Items	Total \$
Arts Activity	
Artist Fees	
Technical Fees	
Project Fees	
Access Services	
Project Administration	
Administration Coordinators	
Contractors or Consultants	
Volunteers	
Rentals	
Security	
Space	
Equipment	
Marketing	
Printing	
Advertising	
Postage/Distribution	
Consumables	
Food	
Phone/Internet	
TOTAL IN-KIND/DONATED VALUE	\$ -

Clarifications of In-Kind/Donated Goods & Services

Fill in the value of all in-kind/donated goods and services that will go into producing this project. In-kind/donated goods and services are things like donated products and volunteer time. They are needed to carry out a project, but no cash is spent by the organization in obtaining them. Listing the value of in-kind goods and services is important in demonstrating the organization's ability to produce the project and the community's support of the project.

- * **Corporate/Small Business Support** - revenues from small businesses and the marketing department of corporations, either as grants or sponsorships.
- * **Civic Groups/Associations** - revenue from all kinds of civic groups or associations, either as grants or sponsorships.
- * **Foundation Support** - income from all kinds of private foundations, such as family foundations and certain kinds of corporate foundations.
- * **Contracted Services** - fees earned by providing specific services such as advertising in festival programs or booth registration fees.
- * **Concessions** - income from direct sales or a percentage of sales.
- * **Individual Donations** - donations – not loans – of any amount from individuals, except for the person completing this application.

Other Support

- * **Arts Projects Funding Requested** - the amount of funding requested in this application. This number should be the same number submitted in the basic project information on the electronic application form
- * **City** - the total amount of all City contracts to support this project excluding this application.
- * **County** - the total amount of Pierce County contracts to support the event (such as the Pierce County Arts Commission).
- * **State** - the total amount of funding from the State of Washington to support this event (such as ArtsWA).
- * **Federal** - the total amount of funding from the federal government to support this event (such as the National Endowment for the Arts).
- * **Applicant's Own Cash** - the amount of income the applicant has personally committed to the event.

Total Projected Cash Income

All of the above sources of income, totaled. Please note that Total Projected Cash Income must equal Total Projected Cash Expenses. Projecting a profit would constitute a fundraising event, which cannot legally be funded.

people with special needs (e.g. hiring an American Sign Language interpreter for a theatrical performance.)

* **Other** - those fees not fitting into the above categories (e.g. percentage of paid administrative staff time allocated specifically to the production of the proposed artistic activity.)

Project Administration

* **Administrative Coordinators** - salary or stipend for the primary event staff person or people.

* **Contractors or Consultants** - payment for short-term help to produce the project or help the organization refine or reach their goals (e.g. a part-time public relations manager or security personnel for the event.)

Rentals

* **Security** - rentals for security equipment (not personnel) such as barricades or lighting.

* **Space** - fees to rent offices and/or event venues for this arts project.

* **Equipment** - fees to rent equipment necessary to produce the project (e.g. portable toilets, tents.)

Marketing

* **Printing** - design and printing costs for flyers, brochures, posters, newsletters, and other marketing tools.

* **Advertising** - fees paid to the media to purchase advertising presence online, in newspapers, on radio, or television.

* **Postage/Distribution** - the costs of disseminating your marketing and communications tools (e.g. poster or brochure distribution service, mail house fees, Bulk Mail permit.)

Consumables

* **Food** - this refers to the purchase of concession supplies, water for volunteers, etc.

* **Phone/Internet** - phone costs, internet provider, website hosting.

* **Other** - if the project requires major consumables other than food, phone, or supplies, please summarize them here.

Project Administration

* **Volunteers** - value of the time donated by volunteers who will help with the project. Volunteer hourly rates are currently estimated at \$30.46 per hour (based on the Independent Sector Value of Volunteer Time in Washington state).