

SAMPLE BUDGET - TACOMA CREATES - IMPACT FUNDING

PROJECTED CASH EXPENSES	
EXPENSE ITEMS	Total \$
Fees to Administrative Staff / Contractors	
Admin staff	\$ 5,000
Event coordinator	\$ 1,500
Fees to Program Staff, Artists / Creatives, Educators	
Dancers (10 x \$800), choreographer (\$2,000)	\$ 10,000
Spoken word artists (3 x \$500), musicians (3 x \$500)	\$ 3,000
Program Expenses - Supplies, Rentals, etc.	
Community Place (venue; offered at 50% discount)	\$ 1,000
Table and chairs (5 tables x \$100; 75 chairs x \$35)	\$ 2,725
Promotion / Marketing / Communications	
Graphic design	\$ 750
Printing (programs and flyers)	\$ 275
Overhead / Insurance / Other	
Insurance	\$ 750
Banquet permit (2 days)	\$ 25
Subtotal - Cash Expenses (must match Cash Income)	\$ 25,025
Projected Expenses Covered by Donations	
EXPENSE ITEMS	Total Value
Volunteers (list what services they will provide)	
Marketing Volunteer	\$ 800
Event suport (set up and clean up)	\$ 2,520
Donated Services, Materials, Space	
Venue (offered at a 50% discount)	\$ 1,000
Food / refreshments	\$ 855
Subtotal - In-Kind Expenses (must match In-Kind Support)	\$ 5,175
TOTAL PROJECTED EXPENSES *	\$ 30,200

***This number MUST match TOTAL PROJECTED RESOURCES**

PROJECTED CASH INCOME		
INCOME SOURCES	Total \$	confirmed? (yes/no)
Earned Income		
Ticket sales (35 x \$40)	\$ 1,400	No
Ticket sales (50 @ \$75)	\$ 3,750	No
Drink bar (200 drinks @ \$12.50)	\$ 2,500	No
Contributed Income		
Individual donations	\$ 500	Yes
Frankie's Deli (\$300); Tom Lee DDS (\$700)	\$ 1,000	Yes
Gates Foundation Sustaining Org Grant	\$ 500	Yes
Organization's Own Cash		
Org savings	\$ 2,375	Yes
Other City of Tacoma Funding		
Special Events Funding	\$ 3,000	Yes
Tacoma Creates Funding Request	\$ 10,000	No
Subtotal - Cash Income (must match Cash Expense)	\$ 25,025	
Projected Donations of Goods and Services		
SOURCES	Total Value	confirmed? (yes/no)
Volunteers (list approx. # of people and approx. hrs)		
Marketing: 1 person, 20 hrs, \$340/hr	\$ 800	Yes
Event support: 5 people, 14 hrs each, \$36/hr	\$ 2,520	No
Donated Services, Materials, Space (who is providing these things?)		
Community Place: 50% discount on venue	\$ 1,000	Yes
Rainy Restaurant: providing food / refreshments	\$ 855	Yes
Subtotal - In-Kind Support (must match In-Kind Expense)	\$ 5,175	
TOTAL PROJECTED RESOURCES *	\$ 30,200	

***This number MUST match TOTAL PROJECTED EXPENSES**