

# CONSERVATION IMPLEMENTATION GRANT BUDGET TEMPLATE

*Instructions: Please use this template to list the expenses and income associated with your Conservation Implementation Grant application. The headings provided are intended to be an outline of possible expenses, PLEASE insert additional rows if needed. The Conservation Implementation Grant Request should be the same amount listed in your SmartSimple application.*

<b>EXPENSES</b>	
<b>ITEM DESCRIPTION</b>	<b>TOTAL COST PER ITEM</b>
<b>Artist(s) Fees:</b>	
<b>Conservation Fees:</b> (ex. Professional Conservator, Fabricator, Collections Management Consultant, ...)	
<b>Conservation Materials, Supplies, Equipment Rental</b> (ex. lift, tools,...) to conserve artwork	
<b>Site Work &amp; Installation Services:</b> (ex. Art handlers, General or landscape contractor, Electrician...)	
<b>Artwork Transportation, Storage</b> (ex. crane, forklift, ...)	
<b>Insurance:</b> (ex. artwork insurance, general liability, other coverage that may be required...)	
<b>Organizational Administrative - Project Management Fee:</b> (Typically 15-20% of total budget depending on project scope and scale)	
<b>Misc.</b> (ex. Plaque-Signage, Dedication Event, Photographer, Marketing/Communications, Collections Management Software...)	

<b>Contingency:</b> <i>(10% of the total budget for cost overruns suggested)</i>	
<b>EXPENSE TOTAL</b>	
<b>INCOME</b>	
<b>Please list cash and/or in-kind donated income</b> Public Art Across Maryland DOES NOT require any match in order to apply for or be awarded a grant	
<b>In-Kind/Donations</b> <i>(ex. services listed above that will be donated by project partners or local stakeholders)</i>	
<b>Funding Income</b> <i>(ex. other sources of project funding or grants that you have applied for and/or received to support the planning process)</i>	
<b>INCOME TOTAL</b>	
<b>Public Art Across Maryland Grant Request</b> <i>(should be the same amount listed in your SmartSimple application)</i>	
<b>CONSERVATION PLANNING BUDGET TOTAL</b> <i>(Income Total should equal Expense Total)</i>	