

Arts in Education Grant Budget Template

Site Coordinator Name:

Teaching Artist Name:

Primary Site Location:

Note: You may edit any white cell. Do not edit any color rows/cells as they are automated, text, or intentionally blank fields.

INSTRUCTIONS <small>(Please read as you fill out each row)</small>	LINE ITEM	CASH	I-KIND <small>(only submit numbers in this column if you are also submitting a match waiver request)</small>	<small>(Automatic field: Do not edit this column)</small>	DESCRIPTION <small>important contextual information)</small>
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EDUCATIONAL ENGAGEMENT EXPENSES

FEES

<i>This is the teaching artist's total cost of services. Example: Fees for a theater residency, in-school performance, and professional development for teachers</i>	Teaching Artist Fee	\$3,200.00		\$3,200.00	
	Misc. Fees	\$0.00		\$0.00	
	Subtotal Fees	\$3,200.00	\$0.00	\$3,200.00	

TRAVEL

<i>Record the total roundtrip transportation miles your teaching artist will incur travelling to the site.</i>	Commute Miles (total)	15.75		15.75	
<i>DO NOT EDIT THIS ROW. This is an automated field.</i>	Commute Expenses	\$9.14		\$9.14	
	Tolls	\$35.00		\$35.00	
	Hotel Fees	\$250.00		\$250.00	
<i>This should be a whole number.</i>	Number of Per Diems	2		2	
<i>DO NOT EDIT THIS ROW. This is an automated field.</i>	Total Per Diem	\$82.00		\$82.00	
<i>Example: Uber/Lyft fees</i>	Misc. Travel	\$25.00		\$25.00	
	Subtotal Travel	\$401.14	\$0.00	\$401.14	

MISC.

	Disposable Art Materials	\$300.00		\$300.00	
<i>Example: Montgomery Art Museum donated tickets to public school students</i>	Field Trip Admission Expenses	\$0.00	\$100.00	\$100.00	

<i>This is an optional field. Use this line to note any expenses that will be above the \$5,000 grant expenses limit. This will not count towards your match or grant amount.</i>	Additional Expenses			\$0.00	
	Subtotal Misc.	\$300.00	\$100.00	\$400.00	
DO NOT EDIT THIS ROW. This is an automated field. This is a sum of your fees, travel, and miscellaneous expenses (except additional expenses.) This line cannot be more than \$5,000.	TOTAL EDUCATIONAL ENGAGEMENT EXPENSES	\$3,901.14	\$100.00	\$4,001.14	
DO NOT EDIT THIS ROW. This is an automated field. This is the cash match that a school/site will be responsible for paying to MSAC.	MSAC MATCH	\$1,450.57		\$1,450.57	
EDUCATIONAL ENGAGEMENT INCOME					
MSAC AiE GRANT					
DO NOT EDIT THIS ROW. This is an automated field. It will equal the grant money MSAC will be contributing towards the costs of engagement expenses. It is 50% of your total engagement expenses (cash only)	Projected Arts in Education Grant (MSAC Portion)	\$1,950.57		\$1,950.57	
OTHER MSAC INCOME					
<i>This is any additional grant amount you want MSAC to fund, which will be above 50% of the total costs of your total engagement cash expenses. Only fill out this field if you are also submitting a match waiver request.</i>	Arts in Education Grant Match Waiver Amount	\$500.00		\$500.00	
CONTRIBUTED INCOME					
<i>For the following lines, please list the amount and sources of money that you will use to pay for your match contribution. Add additional lines if</i>	Contributed Income 1	\$1,450.57		\$1,450.57	
	Contributed Income 2				

necessary.	Contributed Income 3				
DO NOT EDIT THIS ROW. This amount will only be considered if you have requested a match waiver. Your in-kind contribution amount cannot be more than 25% of your total engagement expenses.	TOTAL IN-KIND CONTRIBUTIONS		\$100.00		
DO NOT EDIT THIS ROW. This is an automated field.	TOTAL INCOME (cash and in-kind)	\$3,901.14	\$100.00	\$4,001.14	
DO NOT EDIT THIS ROW. This amount should equal zero, and is calculated using the 'CASH' income and expenses.	TOTAL INCOME minus TOTAL EXPENSES	\$0.00			