



CULTURE ON THE GO: MARKET ACCESS **Budget Template - Organizations**

Budget Template – Instructions

A Budget Template is provided on the following page

- Applicants will **complete and submit only** Column 1: Proposed Budget and Column 4: Budget Notes with the application.
- Grant recipients will **complete and submit** Column 2: Revised Budget and revised Column 4: Budget Notes **after the grant is approved** by the Saskatchewan Arts Board if the amount of the grant is less than was requested.
- Grant recipients will **complete and submit** Column 3: Final Actuals and revised Column 4: Budget Notes **at the end of the project** as part of their reporting requirements.
- List all revenue and expenses. Only include items that are directly related to the proposed project.
- Additional items and/or lines may be added to the Budget Template as required.
- **The budget must balance** (total revenue must equal total expenses).

Revenue

- Indicate Revenue as confirmed or unconfirmed.
- Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (*).

Expenses

- Funding from other sources may not be assigned to the same expenditures as those covered by the Arts Board.
- Expenses that are part of an organization's ongoing program and/or operations costs will not be included in a *Market Access* budget and/or grant request.

BUDGET TEMPLATE				
	Column 1 Proposed Budget	Column 2 Revised Budget	Column 3 Final Actuals	Column 4 Budget Notes
Revenue: <i>(indicate as confirmed or unconfirmed)</i>				
SAB Market Access Grant				
Other Grants <i>(list)</i>				
Partnership Contributions <i>(list)</i>				
Sponsorships <i>(list)</i>				
Ticket Sales, Fees, etc. <i>(list)</i>				
In-kind Contributions <i>(list)</i>				
Other <i>(list)</i>				
Total Revenue				
Expenses:				
Fees <i>(list)</i>				
Production <i>(list)</i>				
Travel <i>(list)</i>				
Communications/promotion <i>(list)</i>				
Other <i>(list)</i>				
Total Expenses				