



CULTURE ON THE GO: TOURING **Budget Template – Artists and Independent Presenters**

Budget Template – Instructions

A Budget Template is provided on the following two pages.

- 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.
- In-kind Contributions cannot exceed 15% of the total Revenue,
- Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (*).

Expenses

- Personal Expenses on Tour:
 - Applicants can include travel and accommodation expenses incurred during the period they are on tour (receipts are required). These costs are expected to be as economical as possible.
 - If applicants can include a per diem for meals while they are on tour. This amount will not exceed \$50/day.
- In-kind Expenses cannot exceed 15% of the total Expenses.

Budget Template:

Revenue	Column 1 Proposed Budget	Column 2 Revised Budget	Column 3 Final Actuals	Column 4 Budget Notes
Culture on the Go Grant				
Other Grants				
Partnership Contributions				
Sponsorships				
Ticket Sales, Fees, etc.				
In-Kind Contributions				
Total Revenue				

Expenses	Column 1 Proposed Budget	Column 2 Revised Budget	Column 3 Final Actuals	Column 4 Budget Notes
Artistic fees or salaries				
Production				
Travel				
Communications/Promotion				
Other				
Total Expenses				