



CULTURE ON THE GO. TOURING **Budget Template – Organizations**

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

- It is expected the organization will pay fees to the professional artists involved in the project, and will reimburse or provide the artists' travel, accommodation and per diem while on tour in accordance with a negotiated performance agreement.
- Expenses that are part of an organization's ongoing program and/or operations costs will not be included in a *Culture on the Go* budget and/or grant request.
- In-kind Expenses cannot exceed 15% of the total Expenses.

Budget Template:

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

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