



Grant Application Sample Budget

This is a sample budget template. You may include additional line items appropriate for your event/project, or provide your own version of a detailed budget. Regardless of which format you use, a complete, detailed budget inclusive of all revenues and expenses is required for a complete grant application. Please reference the Grant Guidelines for more information, and for examples of eligible and ineligible expenses. As a reminder, non-profit organizations must provide a minimum 50% match and for-profit organizations must provide a 100% match.

Basic Information	
Project Name: International Festival Evening & Day	
Total Cost of Project	\$ 30,300.00
Tourism Funding Requested	\$5,000
Organization Match Amount	\$2,500

Revenues	
Admission Ticket Sales	\$0
Monetary Sponsorships	\$5,000
Applicant/Vendor Fees	\$10,400
Merchandise Sales	\$600
Donated Ad Space/Printed Collateral	\$0
Leveraging Another Grant	\$0
Organization Operational Funds	\$9,700
Other (Please Explain)	\$0
Other (Please Explain)	\$0
Total Revenues	\$ 25,700.00

Expenses	
Administrative Expenses	
Salaries	\$9,500
Insurance	\$200
Other (Please Explain)	\$0
Other (Please Explain)	\$0
Administrative Sub-Total	\$ 9,700.00
Supplies	
Signage	\$500
Promotional Items	\$600
Food & Beverage	\$0
Paper Goods & Office Supplies	\$0
Other (Please Explain)	\$0
Other (Please Explain)	\$0
Supplies Sub-Total	\$ 1,100.00
Operating Expenses	
Venue Rental	\$0
Entertainment	\$9,000
Sound System/AV	\$5,000
Speaker Fees	\$0
Prizes and Giveaways	\$0
Other (Please Explain) : Port-A-Portty	\$1,000
Other (Please Explain)	\$
Operating Sub-Total	\$ 15,000.00
Marketing Expenses	
Print Advertising	\$2,000
Digital Advertising	\$1,000
Google Pay-Per-Click Ads	\$0
Social Media Ads	\$1,000
Public Relations	\$0
Influencer Hosting Fees	\$0
Radio Ads	\$500
Photography	\$0
Videography	\$0
Other (Please Explain)	\$0
Other (Please Explain)	\$0
Marketing Sub-Total	\$ 4,500.00

Total Expenses	\$	30,300.00
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