

3. Budget Summary

COMPLETE THIS BUDGET SUMMARY AFTER COMPLETING PROJECT BUDGET ON PAGE 9.

- | | |
|--|-----------------|
| A. Amount Requested from PCCHC
Min. \$800, Max. \$4000 | \$ <u>2,500</u> |
| B. Cash Match
Must be at least 25% of A*. | \$ <u>625</u> |
| C. In-kind Match
Can match up to 25% of A. | \$ <u>625</u> |
| D. TOTAL BUDGET (A+B+C): | \$ <u>3,750</u> |

***If not using in-kind, the cash match must be at least 50% of A.**

Please round off figures to the nearest dollar.

Be sure your figures match the figures on page 9 & 10.

PROJECT BUDGET (B) Please round off amounts to nearest dollar.

Expenses: <i>(Please break down expenses /fees further down below.)</i>	Requested From PCCHC	Matching Cash* (must total at least 25% of A)	Matching In-kind (can be up to 25% of A)	Category Totals
Administrative Personnel Salary	N/A	\$625		\$625
Technical / Production Staff				
Professional Services/ Historians/ Researchers (Fees, Stipends)	\$2,000			\$2,000
Space Rental			\$450	\$450
Equipment Rental	\$250			\$250
Equipment Purchases	N/A			
Supplies / Materials	\$250			\$250
Printing / Photocopying				
Publicity				
Postage /Telephone	N/A			
Hospitality	N/A		\$175	\$175
Other:				
TOTALS	A. \$2,500	B. \$625	C. \$625	D. Grand Total \$3,750

Be sure the figures on pages 9 & 10 match the Budget Summary amounts on page 3.

* If no in-kind is used, the cash match must be at least 50% of A.

Explanation of expenses is required. Please provide details.

PROJECT INCOME

Include anticipated funds from local government, private and corporate sources, memberships, registrations, admissions/tickets, grants (other than PCCHC re-grant), ad sales, your organization’s budget, etc.

Source:	Amount:
<u>ABC Organization: administrative hours (\$25 x 25 hrs.)</u>	<u>\$ 625</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>Total Project Income</u>	<u>\$ 625</u>
<u>Amount Requested from PCCHC</u>	<u>\$ 2,500</u>
<u>Total In-Kind Income (from below)</u>	<u>\$ 625</u>
Grand Total (same as on Expenses Chart and Budget Summary)	<u>\$3,750</u>

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IN-KIND INCOME

List all donated goods and services to the organization that pertain to the project.

Examples of In-kind Contributions:

- ◆ Donated space for your project.
- ◆ Volunteer hours computed at fair market value.
- ◆ Donated equipment, supplies or professional services for your project.

In-Kind Contribution (detail contribution, i.e. 7 hours X \$15/hour)	Cash Value
<u>Exhibit Studio space (3 days @ \$150/day)</u>	<u>\$ 450</u>
<u>Reception / Donated Food</u>	<u>\$ 175</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
Total In-Kind Contribution / Income	<u>\$ 625</u>

