



**P.C.C.H.C**  
PASSAIC COUNTY CULTURAL & HERITAGE COUNCIL AT PASSAIC COUNTY COMMUNITY COLLEGE

**Passaic County Cultural & Heritage Council**

at Passaic County Community College

**Passaic County Local Arts Re-grant Program**



for Special Projects and General Operating Support

**Grant Period: January 1, 2020 - December 31, 2020**

**Application Deadline: Thursday, July 18, 2019**

**Contact Information for PCCHC:**

Passaic County Cultural & Heritage Council  
Passaic County Community College  
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Paterson, NJ 07505  
(973) 684-5444  
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Application is available in Large Print and Spanish



Made possible by funds from the New Jersey State Council on the Arts, a partner agency of the National Endowment for the Arts.



**3. Budget Summary**

COMPLETE THIS BUDGET SUMMARY **AFTER** COMPLETING PROJECT BUDGET ON PAGE 10.

<b>A. Amount Requested from PCCHC</b> Min. \$800, Max \$5,000	<b>\$ 4,000</b> _____
<b>B. Cash Match</b> \$1 to \$1 match with cash being <u>at least</u> 50% of A	<b>\$ 2,500</b> _____
<b>C. In-Kind Match</b>	<b>\$ 1,500</b> _____
<b>D. TOTAL BUDGET (A+B+C):</b>	<b>\$ 8,000</b> _____

Please round off figures to the nearest dollar amount.

Be sure these figures match the ones on page 10 & 11.

**PROJECT EXPENSES** (Please round off figures to the nearest dollar.)

<b>Expense Categories</b> (Provide a detailed explanation of fees and expenses below.)	<b>PCCHC Request</b>	<b>Matching Cash</b>	<b>Matching In-Kind</b>	<b>Category Totals</b>
Administrative / Personnel Salary	N/A		\$500	\$500
Technical / Production Staff		\$600	\$150	\$750
Professional Services; Artists Fees	\$2,500	\$700		\$3,200
Space / Equipment Rental	\$500	\$350	\$500	\$1,350
Supplies / Materials	\$500		\$300	\$800
Graphic Design / Printing / Photocopying	\$250	\$400		\$650
Publicity	\$250	\$200		\$450
Postage / Telephone	N/A	\$100		\$100
Hospitality	N/A	\$150	\$50	\$200
<b>Other:</b>				
<b>A, B &amp; C should match the Budget Summary on page 3 and also equal the Grand Total.</b>	<b>A. \$4,000</b>	<b>B. \$2,500</b>	<b>C. \$1,500</b>	<b>GRAND TOTAL \$8,000</b>

Budget figures must reflect the period between January 1, 2020 and December 31, 2020.

**Explanation of expenses is required.** Please provide details below, especially of larger expense amounts: (Ex., Personnel Salary: 40 hours x \$40/hr. = \$1,600)

**Examples:** (based on amounts shown above.)

**Technical / Production Staff****\$750**

\$600 [Matching Cash] 2 persons @ \$25/hr. x 12 hours/ each

\$150 [In-Kind] 1 person @ \$25/hr. x 6 hours

**Professional Services; Artists Fees****\$2,500 PCCHC Request + \$ 700 Matching Cash = \$3,200**

8 performers (2 shows @ \$200/per show = \$400/ea. performer) = \$3,200

**PROJECT INCOME**

Include expected funds from local government, private and corporate donations, memberships, tuition, registrations, admissions/tickets, grants (other than PCCHC re-grant), sale of ads in programs, contribution from your organization and other sources of income.

<b>Source:</b>	<b>Amount:</b>
<u>Local Bank Donation</u>	<u>\$ 300</u>
<u>Ad Sales in Program</u>	<u>\$ 500</u>
<u>Ticket Sales (\$10 ticket x 40 tickets sold)</u>	<u>\$ 400</u>
<u>Re-grantee Organization Budget</u>	<u>\$1,300</u>
<b><u>Total Project Income</u></b>	<b><u>\$2,500</u></b>
<u>Amount Requested from PCCHC</u>	<u>\$4,000</u>
<u>Total In-Kind Income (from below)</u>	<u>\$1,500</u>
<b><u>Grand Total (same as on Expenses Chart and Budget Summary)</u></b>	<b><u>\$ 8,000</u></b>

**IN-KIND INCOME**

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

**Examples of In-kind Contributions:**

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

<b>In-Kind Contribution</b>	<b>Cash Value</b>
(Detail contribution, i.e. 7 hours X \$15/hour = \$105)	
<u>Performance Space (discount from full rental price)</u>	<u>\$ 500</u>
<u>Costumes donated/borrowed from local university (Supplies/Materials)</u>	<u>\$ 300</u>
<u>Juice donated by local supermarket (Hospitality)</u>	<u>\$ 50</u>
<u>Project Manager Volunteer – Personnel Salary (\$20/hour x 25 hours)</u>	<u>\$ 500</u>
<u>Technical / Production Volunteer (\$25/hour x 6 hours)</u>	<u>\$ 150</u>
<b><u>Total In-Kind Contribution / Income</u></b>	<b><u>\$1,500</u></b>