

Please complete the budget detail for the proposed program listing unrestricted income and expenses during the grant period (July 1, 2025 – June 30, 2026). Be sure to list cash, New Mexico Arts Request, and any in-kind attributed to the proposed program in both the income and expenses sections.

COLUMN 1: TOTAL CASH INCOME & EXPENSES **(Total Cash Income must exceed or match total Cash Expenses)**

INCOME

- **Earned Income:** Includes admissions, subscriptions, memberships, workshop fees/tuition, residency fees, contracted services revenue, other revenue such as catalogue and merchandising sales, advertising space in programs, concessions, parking, etc. for activities/events attributed to the proposed program.
- **Corporate Support:** Includes grants or cash received from corporations or local businesses.
- **Foundation Support:** Includes grants from private, family, and public foundations.
- **Private Support:** Includes individual monetary contributions.
- **Government Support:** Includes grants from city, county, federal government, and other NM State sources, and income from services rendered as part of government contracts.
- **Federal non-NEA Support:** Includes grants your agency receives directly from other Federal Funds.
- **National Endowment for the Arts (NEA) Support:** Includes funding from the National Endowment for the Arts towards the funded program, note NEA funds may not be used as a Cash Match.
- **State/Regional Support:** Includes other Government Funders at the State or Regional Level.
- **Local Support:** Includes local or municipal or county support.
- **Other Income:** Includes cash balances in checking/savings accounts, interest income and other investment income, and any other revenue not listed above that will be used for the proposed program.

EXPENSES

- **Administrative Salaries and Benefits:** Includes administrative staff salaries, taxes, and benefits for all paid full- or part-time W2 salaried employees.
- **Artistic Salaries and Benefits:** Includes artistic/technical staff salaries, taxes, and benefits for all paid full or part-time W-2 salaried employees.
- **Administrative Contracted Fees and Services:** Includes consultants, accountants, secretarial support, a contracted project director (1099 contractors)
- **Artistic Contracted Fees and Services:** Includes artists, actors, printers, designers, etc. (1099 contractors)
- **Travel:** Includes all travel expenses associated with the proposed project.
- **Marketing/Public Relations:** Includes all costs associated with promoting your organization's proposed program such as advertising, printing, website, etc.
- **Rent/Mortgage:** Includes all costs related to leasing facilities or annual mortgage payment. (NMA Funds cannot be used towards mortgage payments.)
- **Materials/Supplies:** Includes all costs of props, costumes, musical scores, art supplies, publications, etc. This cannot include any awards or food in the NM Arts column (except as part of per diem, which should be listed under Artistic Contracted and Services).
- **Remaining Expenses:** Includes all remaining costs associated with your proposed program such as telephone, lease of equipment, insurance, utilities, etc.

COLUMN 2: NM ARTS REQUEST

List the Amount Requested from New Mexico Arts for your proposed program in the NM Arts Request column under Income. For Expenses show how the Amount Requested will be spent on the appropriate lines that correspond with the expenses. The NM Arts Request should be the same figure for income and expenses.

Note: Direct Federal funds cannot be used as a cash match because NM Arts includes federal funds as part of funding awards. The required cash match can be shown as earned income, corporate/business support, foundation support, private support, non-Federal governmental support, or applicant cash.

COLUMN 3: IN-KIND INCOME & EXPENSES

List the total in-kind anticipated for your proposed program. In-kind can be listed for Income as Business/Corporate Support, Foundation Support, Private Support (Individual Contributions), and/or Government Support. Any in-kind listed as income should also be listed as expenses on the appropriation expense line item. In-kind income must equal in-kind expenses.

For example, if you receive free advertising or promotional services, list the in-kind value under Business/Corporate Support for Income and under Marketing/Public relations for Expenses.

In-kind donations are services or goods provided to an organization at no charge, which has cash value.

How do you calculate In-kind?

In-kind volunteer hours (individual contributions) are calculated at current market wages, at least the federal minimum wage (7.25/hr.) unless the volunteer is donating professional services, which are calculated at professional rates and should be listed as “business support.”

Donated materials and donated space (rental) directly involved with the proposed program should be calculated at fair market value. Do not include board members’ usual duties such as board meetings, organizational retreats, and committee meetings as in-kind support.

1. A sound technician’s rate of \$500 for comparable services. If they are paid \$200, then \$300 dollars would be considered a business contribution.
2. If a performance occurs in a donated space, the usual price of \$600 per night rental would be considered in-kind rental contribution.
3. Ten (10) people volunteer three (3) hours each at no charge to serve as ushers for a performance. $10 \times 3 \times \$7.25 = \217.50 total in-kind individual contribution.