

Creative Venues Grant Completing Your Application Budget

In completing your budget table, you must ONLY include costs for eligible activities. These are:

- Website Development, maintenance, or upgrades
- Ticketing systems
- Event permitting and security fees associated with public events
- Support for onsite live public events or series, including payment to artists
- Marketing and communications
- Rent and insurance costs.

You may include costs for one or multiple eligible activities. Total in Column B should equal your request for funds. Requests cannot exceed total amount for your funding category. Cash match or in-kind match can be added by is not required.

All requests for funds must be detailed in your *Demonstrated Funding Need* narrative. For example, if you are requesting \$2,500 in supplies, you must describe what you are purchasing and why they are critical at this time.

Budget Table Descriptions:

- Supplies: all material costs associated with eligible activities above.
- Non-professional services: artist fees, marketing specialists, website designers. Permanent staff should not be included in these fees.
- Professional services: accounting or financial services, legal services, or other professional contractors.
- Sub-awards: any entity with which you enter into a formal agreement to provide services on your behalf. This does not include artists, professional, or non-professional services listed above.
- Marketing Expenses: costs incurred in marketing or communications efforts, including advertising, social media campaigns, creation of marketing materials. This does not include staff costs associated with marketing.
- Equipment/Fixed assets: equipment purchases associated with website upgrades or maintenance and ticketing systems are eligible.
- Rent/Insurance/Permits: costs are eligible.
- Any other direct costs proposed should be added only with the permission of OAC staff. Contact OAC at artgrants@cityofsacramento.org to determine if this expense is eligible. Non-eligible expenses will be declined.