National Endowment for the Arts

## **Project Budget Form**

OMB No. 3135-0112 Expires 12/31/19

Rev. 5/31/16

## This form can be used to submit your initial application budget and any subsequent budget revisions.

Detailed instructions for this form are available on our website at <a href="www.arts.gov/manageaward">www.arts.gov/manageaward</a>. Unless you are informed otherwise, you must match the NEA funds dollar for dollar.

- ✓ All costs included in this budget, whether paid for with NEA funds or your cost share, must be directly allocable to the project activity, allowable, and adequately documented per the <u>General Terms & Conditions for NEA Awards.</u> Actual, allowable expenditures must be reported on all payment requests and financial reports.
- ✓ Only include costs expected to be incurred within the period of performance, which can begin no earlier than the earliest allowable start date noted in the guidelines for this NEA funding opportunity. Costs such as salaries, wages, fringe benefits, and administrative overhead may need to be pro-rated to reflect this period.
- ✓ Provide a detailed breakdown of any large line items.
- ✓ For equipment, clearly note items to be rented or leased versus those to be purchased. For purchases, you must provide specific written justification for items with a unit value of \$5,000 or more, and a useful life of more than one year.
- ✓ Do not include unallowable costs such as receptions/parties, alcoholic beverages, cash prizes, construction, visa fees paid to the U.S. Government, unspecified foreign travel, or miscellaneous. Unallowable costs cannot be supported with NEA funds OR with matching funds. Learn more about unallowable costs in the <a href="How to Manage Your NEA Award Handbook">How to Manage Your NEA Award Handbook</a>.
- ✓ This budget cannot include overlapping project costs with any other Federal award, or include matching funds originating from a Federal source.

If you are revising your initial application, consider streamlining your project budget to help ease your administrative burden associated with managing a Federal award. See Project Description block below for more information.

IMPORTANT: All changes are subject to NEA approval.

Applicants and Recommended Applicants: Return this form and additional pages (if necessary) as directed.	Current Award Recipients: Submit this form to the Grants & Contracts Office at grants@arts.gov		
Organization. Provide your legal name and mailing address.	Application/Award #		
Legal Name: Address:	Project Budget Submission Date		
	Period of Performance Requested (MM/DD/YYYY)		
	From To		
Is This a New Address?   Yes.	/ /		
Project Description. Applicants: if this is your initial application budg narrative information in another format, you may attach that. If you are any change(s) from your application, including changes in project actions are recipients requesting an amendment: review How To Manage pages as needed.	e responding to a notification of recommended funding then describe ivity. If there are no changes to the project scope, state that here.		

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Rev. 5/31/16

Authorizing Official. Identify the person who has the legal authority to approve this budget on be	ehalf of your organization.		
Name (Last, First)	☐ Mr. ☐ Ms. ☐ Other		
Title			
E-mail Te	elephone ( ) -		
Project Director. Identify the person who can answer specific questions about this project.			
Name (Last, First)	☐ Mr. ☐ Ms. ☐ Other		
Title			
E-mail Te	elephone ( ) -		
Primary Contact. Identify the person who can answer specific questions about this budget. If the same as either above, leave blank.			
Name (Last, First)	☐ Mr. ☐ Ms. ☐ Other		
Title			
E-mail Te	elephone ( ) -		
PROJECT COSTS  A. DIRECT COSTS  Salaries and Wages. Include salaried employees. Pro-rate salaries to reflect only those incurred within contractors under Other Costs.)  Title/Type of personnel # of personnel Annual salary/range			
Fringe Benefits (%)  Total Salaries, Wages, a  Travel. Include transportation, lodging, and required subsistence during travel. Airfare charged to the awa (e.g. coach) available. All foreign travel must be identified by country of origin/destination.	ard may not exceed the value of the least expensive class		
Other COSTS. Include all other direct project costs here and continuing on the next page, such as artist materials, publications, distribution, access accommodations such as sign language interpretation or braille rental of venues or equipment etc. If you are not claiming Indirect Costs below, you may also include a prolitem	e (no construction/renovation costs), shipping/cartage,		

National Endowment for the Arts

## **Project Budget Form**

•		Rev. 5/31/16
Other COSTS (continued)		
	Total Other COSTS \$	
Total DIRECT COSTS (Total Salaries, Wages, and Fringe Benefits + Total Tr		
B. INDIRECT COSTS. If applicable, include indirect costs as	,	
☐ A de minimis rate, not to exceed 10% of modified total direct costs. See	., 3	
Approved as part of a current Federally-negotiated Indirect Cost Rate A		
Cognizant Agency Type Rate (%) Effective Period (I		
Total INDIRECT COSTS	\$	
TOTAL PROJECT COSTS (Total DIRECT COSTS + Total INDIRECT	COSTS) \$	
PROJECT INCOME		
ORGANIZATION SHARE: CASH. Include your organization's contributions fees. Federal funds subgranted from a state arts agency, regional arts organization		such as ticket income or tuition
Source		Amount
	Tatal Cash ¢	
THIRD-PARTY IN-KIND. Include goods or services provided by individuals/er	Total Cash \$	outions). All items listed here
must correspond directly to a project cost line item to determine allowability.	inities outside of your organization (initid-party continu	outions). All items listed here
Item and Source		
		Fair Market Value
	Total In-Kind \$	Fair Market Value
	Total Recipient Share for this Project \$	Fair Market Value
	• •	Fair Market Value