

SAMPLE PROJECT BUDGET

A. Itemized Teaching Artist Fees

Lead Teaching Artist	Hourly Rate	# of Hours	Sub-Total
i. Instruction.....	\$75 /hr	16 hours	\$1,200
ii. Planning/Prep.....	\$35 /hr	8 hours	\$280
iii. Culminating Event	\$35 /hr	4 hours	\$140
Lead Teaching Artist Fees Total			\$1,620

Second Teaching Artist <i>(if needed)</i>	Hourly Rate	# of Hours	Sub-Total
iv. Instruction.....			
v. Planning/Prep.....			
vi. Culminating Event			
Second Teaching Artist Fees Total			

vii. **Total Teaching Artist Fees** **\$1,620**

B. Itemized Art Materials/Supplies

Material/Supply and Description	Cost	Qty	Sub-Total
Watercolor paint - Crayola 16 pan set	\$7.25	20	\$145.00
Watercolor paper - 22x30 140lb	\$1.40	60	\$84.00
Watercolor paper -Montval 22x30 140lb	\$1.62	30	\$48.60
Pencils - Staedtler 2B	\$.92	22	\$20.24
Erasers - Staedtler Mars	\$.65	22	\$14.30
Cray Pas - 25 color set	\$2.24	20	\$44.80
Pencil sharpeners - Helix	\$1.59	3	\$4.77
Masking tape - 3/4" 60yd	\$4.20	5	\$21.00
Large Brush - Cotman Mop 3/4"	\$6.60	20	\$132.00
Small Brush - Crayola size 3	\$.87	20	\$17.40
Schminke masking fluid	\$8.59	4	\$34.36
Construction paper -Tru-Ray	\$15.79	1	\$15.79
Packing tape - Staples	\$24.00	4	\$96.00
Glue Stick - UHU 1.41oz	\$2.55	5	\$12.75
Foamboard - Elmers black 10pk 32x40	\$43.99	1	\$43.99
Total Art Materials/Supplies:			\$735.00

C. Itemized Program Expenses

Item/Description	Cost	Qty	Sub-Total
Projector Rental	\$50	1	\$50.00
Live Model (\$25 per session)	\$25	4	\$100
Total Program Expenses:			\$150.00

D. Itemized In-Kind/Cost Share

	Hourly Rate	# of Hours	Total
i. Administrative Support	\$50 /hr	40 hours	\$2,000.00

ii. Goods, Services, & Income

Type	Item/Description	Cost	Qty	Sub-Total
Goods	Refreshments for Culminating Event	\$50	1	\$50.00
Goods	Scissors	\$10	6	\$60.00
Services	Photocopies	\$0.03	500	\$15.00
Income	Friends of the Library Donation	\$150	1	\$150.00
Total In-Kind Goods, Services, & Income:				\$275.00

	Hourly Rate	# of Hours	Total
iii. Space	\$40 /hr	16 hours	\$640.00

iv. Total In-Kind/Cost Share	\$2,915.00
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E. Project Budget Overview

i. Project Budget	
Item	Amount
Teaching Artists Fees:	\$1,620.00
Art Materials/Supplies:	\$735.00
Program Expenses:	\$150.00
Total Expenses:	\$2,505.00
<i>Income</i>	\$150.00
Total Requested:	\$2,355.00

ii. In-Kind/Cost Share	
Item	Amount
Administrative Support:	\$2,000.00
Goods, Services, & Income:	\$275.00
Space:	\$640.00
Total Contribution:	\$2,915.00