Grant Application Workshop: Creating a Grant Budget

Zach Huber

Specialist Librarian, Small Business and Nonprofit Center at Toledo Lucas County Public Library Main

Showing the cost

- Funders want to see your estimate of the true cost and your anticipated income to meet those costs.

- Your budget should be a mirror reflection of your proposal.
    - Everything the proposal should be represented

- Research three estimates.

- Collect and document each quote.

- Choose the estimate that is most reasonable and appropriate for your project.

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Parts of a Budget

- Expenses
  - Direct Costs
    - Personnel
    - Non-Personnel (OTPS)
  - Indirect Costs*
    - *Unlikely for individual artist grants
- Income
  - Grants/Contributions
  - Earned income
    - Fees for Services
    - Sale of Goods

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Direct Costs - Personnel

Personnel Costs		
Executive Director		$--
Program Director		$--
Program Assistant		S--
		$--
	Sub-total	$--
	Personnel Total	$--

Who are all the individuals working on the project

What are the amounts for salary and wages?

How much time will they dedicate to the project?

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Direct Costs - Non-personnel

Non-personnel costs (OTPS)		
Supplies/Materials		$--
Printing		S--
Postage		$--
Utilities		$--
Food/Beverage		$--
Program Equipment		
Program Space/Rent		
Program Evaluation		
	Non-personnel Total	$--

What would this include?

Income

Grants/Contributions		
	Government	$--
	Foundations	$--
	Corporations	$--
	Individuals	$--
	Federated giving programs	$--
Earned Income		
	Events	$--
	Products	$--
	Fees	$--
Membership dues		$--
In-kind support		$--
	Total income	$--

Showing additional support proves sustainability

This can include volunteer time

Expenses		
Personnel Costs		
Program Director	$20/hr, 248 hours	$ 4,960.00
		$ -
	Personnel subtotal	$ 4,960.00
Non-personnel costs (OTPS)		
Supplies/Materials	Canvas and art supplies	$ 800.00
Travel	Mileage for instructor	$ 100.00
Marketing	Posters	$ 200.00
Program Equipment	Projector	$ 100.00
Program Space/Rent		$ 500.00
	Non-personnel subtotal	$ **1,700.00**
	Expense subtotal	$ **6,660.00**
	Expense total	$ **8,360.00**
Income		
Mott Foundaton Grant	Requested	$ 5,000.00
Concessions	Estimated sales	$ 200.00
Applicant Contribution	Supplies, artist time	$ 2,560.00
Fees	20 participants @ $5 each	$ 100.00
In-kind Support	Venue space dontated	$ 500.00
	Total Income	$ **8,360.00**

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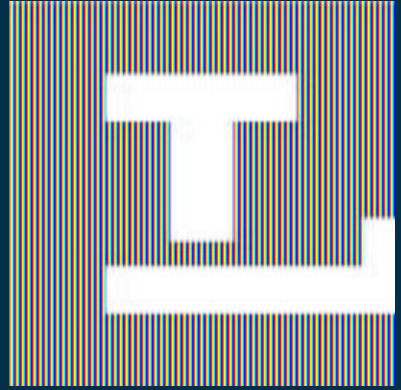
Toledo Lucas County Public Library

www.toledolibrary.org/sbn

business@toledolibrary.org

419-259-5214

Grant Application Workshop: Creating a Grant Budget

Matt Foss

University of Toledo, Professor of Theatre

BUDGETS ARE STORIES TOO

For artists used to making the most out of very little - a budget can be a confusing and complicated problem to solve, how to navigate advocating for what you need while effectively and ethically estimating those needs for a creative process before it has begun.

This section will go over how to imagine precise information for an often imprecise process of artmaking for grantmaking work.

WHERE & WHEN

The place and moment where the work will be made or might be shared

HOW & WHY

How you are going to make the work and the reason informing it.

WHO & WHY

Who are you collaborating with in the making and who do you aim to share it with and the reason underlying that conversation.

TOOLS FOR BUDGET IMAGINING

- TRAVEL: Estimating Mileage or Daily Per Diem Costs - use IRS standard rates (.70 cents per mile, $74 to $86 per day depending for 2025)

- ONLINE SHOPPING CART: Creates a running total and inventory of all the supplies you may need while allowing you to still purchase from local vendors.

PRACTICAL WORK: MAKING A BUDGET

A. Expense Name/Store	B. Expense Category	C. Expense Description	D. Estimated Expense Cost
1. Exhibition Fee DOC	Project Support	License and Royalty Fee (see narrative)	) $0
2. Event Location			
3. Event Logistics (Insurance, Parking, Utilities, Hall Fee			
total			

SPREADSHEET TOOL

Grant Application Workshop: Creating a Grant Budget

Grant Application Workshop: Creating a Grant Budget

Liz Bayan

Artist Subgranting Coordinator, The Arts Commission

What is the full cycle of a grant?

You apply for a grant

The grant applicant applies for one of our grants online through Good Grants
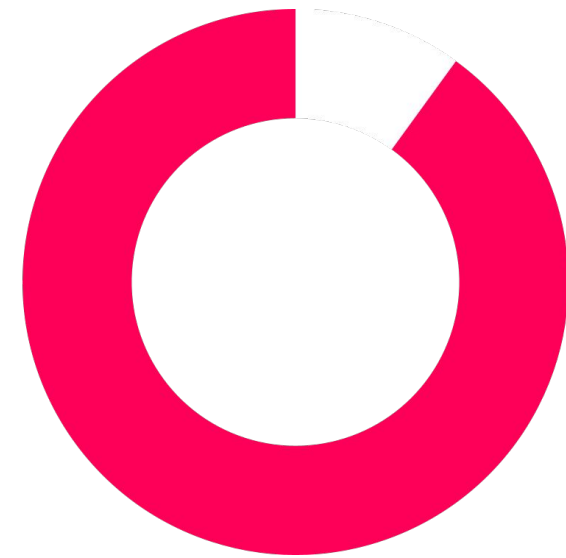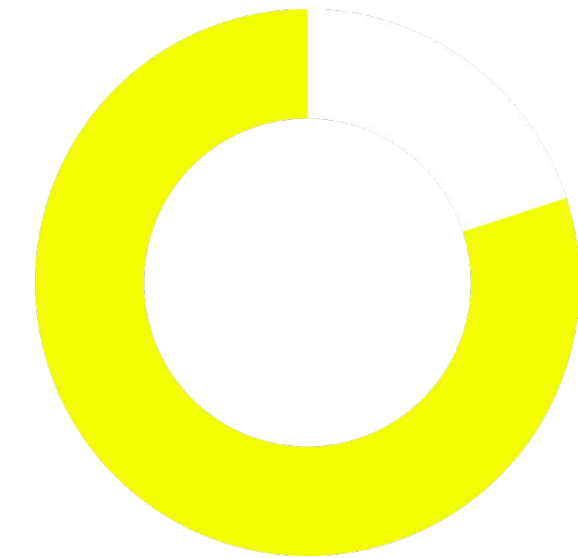
Grant panel scores + recommends funding

The Grant panel consists of artists both in Toledo and outside of our community, along with a current Board Member.

Staff at TAC do not review apps.

Applicants are notified

After the recommendations are approved by our Executive Committee, we send notifications to all the applicants.

Grant Final Report

Applicants are given a Spending Period during which they have to use their funding.

After this period, they have one month to fill out a Final Report to tell us about it.

What happens after I receive a grant?

Grant Compliance—making sure funds are spent appropriately

R1 SPENDING PERIOD

June 1—August 1

For Round 1 of the Accelerator Grant, applicants have to spend their funding between these dates.

If your artmaking does not occur during these dates, consider apply for Round 2. Application will be open: July 7-27th.

Spending period for R2 is: September 1-November 1st.

KEEP YOUR RECEIPTS

We want to see them!

Even if your plan changes, we will need proof that you spent the awarded funds in the eligible categories:

- Materials + Supplies
- Equipment
- Project Support
- Professional Development

If your plan drastically changes, we ask that you contact us to let us know.

FINAL REPORT

In Good Grants

The last step in receiving a grant from us is to file your Final Report—this is where we double check to make sure the funds were spent appropriately.

You will fill out an Expense Report that looks similar to the Grant Budget Template, upload your receipts, answer some questions about spent funds, and share any images of your artmaking as it relates to the grant.

Why is a grant budget important?
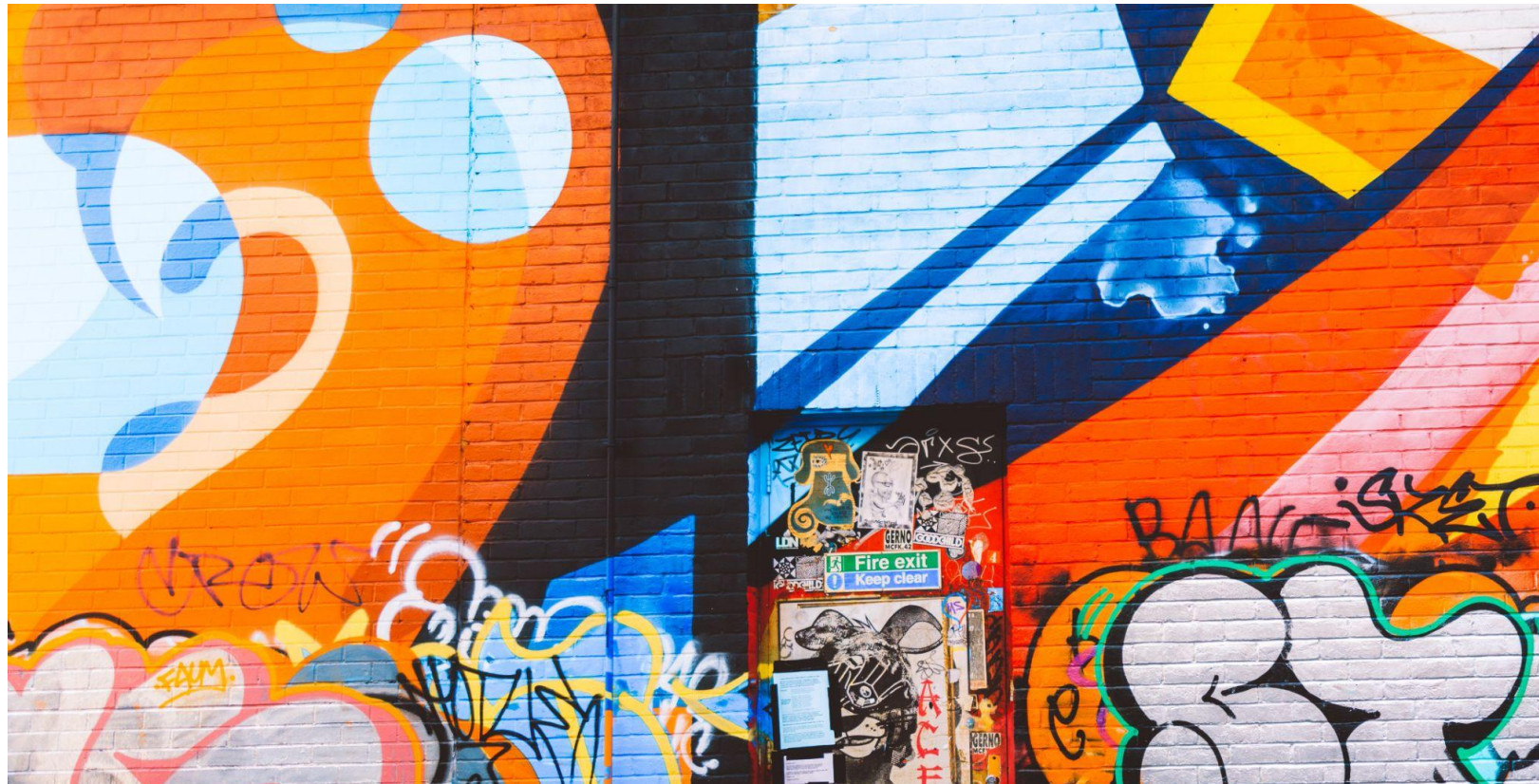
Competitive application

- Shows Grant Panelists exactly what you are requesting.
- Helps you understand the needs of your artmaking practice + tell the story about why you need the funds right now

Grant Storytelling

- The funds for our grants come from sources outside of The Arts Commission—grant budgets help us tell the story about how we're supporting artists in our community to current and future funders.

Question 4—Budget Template

Estimated Budget for Funding Request

Funds must be spent between **June 1—August 1, 2025.** You may not spend the funds outside of these dates.
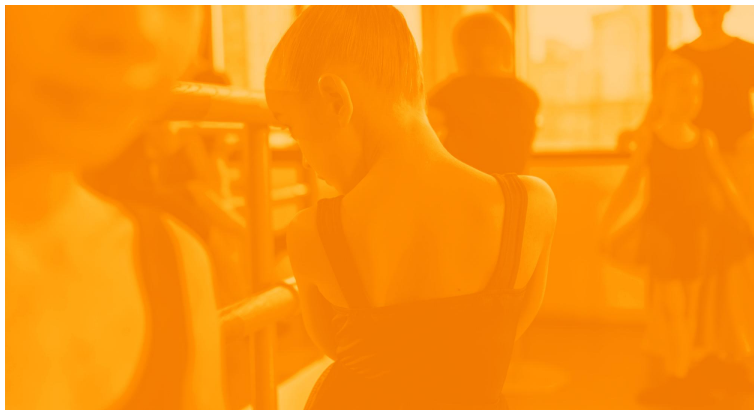
	A. Expense Name/Store	B. Expense Category	C. Expense Description	D. Estimated Expense Cost
1				US$
2				US$
3				US$

Budget Template Total

US$0.00

Add row

NEW! Grant Budget Template

How to use the Grant Budget Template

COLUMN A.

COLUMN B.

COLUMN C.

COLUMN D.

Expense Name/Store

List the name of the business or person you will be paying.
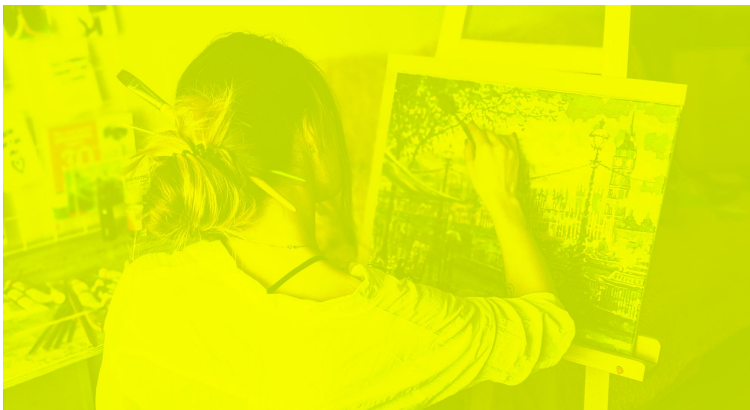
Expense Category
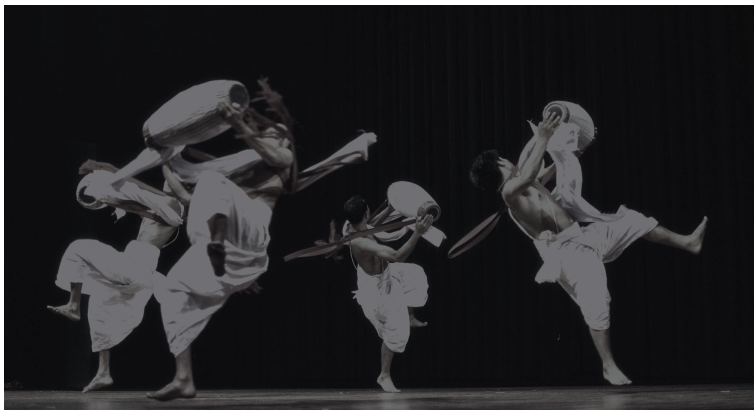
- Materials + Supplies
- Equipment
- Project Support
- Professional Development

Expense Description

This is where you would tell us specifically what you are purchasing with this expense.

Estimated Expense Cost

Through researching the cost of your expense—to the best of your ability estimate how much it will cost in this column.

Question 4—Budget Template

Estimated Budget for Funding Request

Funds must be spent between **June 1—August 1, 2025.** You may not spend the funds outside of these dates.

	A. Expense Name/Store	B. Expense Category	C. Expense Description	D. Estimated Expense Cost
1	Art Supply Store	Materials + Supplies	10 canvases, 4 paintbrushe	US$250.00
2	Name of Workshop	Professional Developemer	Workshop	US$500.00
3	Name of artist	Project Support	Make circular canvases	US$500.00

Budget Template Total

US$1,250.00

Grant Budget Template—Example

How can a grant budget go wrong?

Some common things we see:
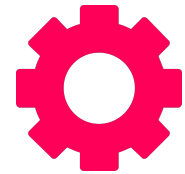
Incomplete

If a Grant Budget is incomplete, then so is the application and it's not considered for funding

Read ALL the hint text

We add in as much help as we can into Good Grants! Make sure to read it all!

Budget + Narrative are not the same

Make sure these two part of the application are telling the same story.

Budget padding + Ineligible Expenses

Ask for what you need and can make a strong case for. Keep asking why.
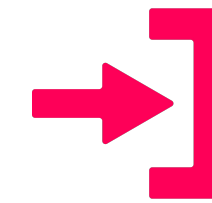
Double check what you can fund.

Filling it out incorrectly

For example: entering the dollar amounts into the wrong column.

Or making up a Category of Expense.

Not clear enough

If a line item is too vague, panelists will be unsure what you're requesting.

Who, what, where

Creating a Grant Budget workshop

Ask questions early!

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