### **Project Budget Form**

OMB No. 3135-0112 Expires 10/31/2025

# This form can be used to submit your initial / offered 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 National Endowment for the Arts (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 and</u> <u>Conditions</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 (FY24 and earlier) or \$10,000 or more (FY25 and later) 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 How to Manage Your NEA Award Handbook.
- 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 the Project Description block on the next page for more information. All changes are subject to the NEA's approval.

Form begins on next page.

#### **Paperwork Reduction Act Statement**

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, Attention: Reporting Burden. Note: applicant/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

#### n

OMB No. 3135-0112 Expires 10/31/2025

National Endowment for the Arts Rev. 11.2.24	ment for the Arts Project Budge	
Applicants, Offerees, and Current Awardees:		Submit this form via REACH.
		For awards issued before 9/30/
ORGANIZATION: Legal name and SAM	A gov address	APPLICATION / AWARD #

Applicants, Offerees, and Current Awardees:	For awards issued before 9/30/2017, email to grants@arts.gov				
ORGANIZATION: Legal name and SAM.gov address.	APPLICATION / AWARD #				
Legal Name:	Date				
	PERIOD OF PERFORMANCE REQUESTED (MM/DD/YYYY)				
Address:	From To				
PROJECT DESCRIPTION.					
<b>APPLICANTS/OFFEREES</b> : (1) If you are responding to an offer of funding, describe any change(s) from your original application, including changes in project activity. If there are NO changes to the original scope of project activities, indicate that there are no changes here. (2) For certain organizations, if this form is part of your initial application package, provide a brief summary of your project here and/or include a narrative outlining your project activity as a PDF.					
CURRENT AWARDEES REQUESTING AN AMENDMENT/CHANGE: First review How to Manage Your National Endowment for the Arts Award and eGMS Reach Handbook for more information on requesting changes. If needed, attach additional pages.					
RECIPIENT CONTACT INFORMATION: These 3 individuals will have	•				
Authorizing Official. Identify the person who has the legal authority to Name (Last, First)	approve this budget on behalf of your organization.				
Title	Cell Work Home				
E-mail	Telephone ( ) -				
<b>Project Director.</b> Identify the person who can answer specific questions a	bout this project.				
Name (Last, First)					
Title	Cell Work Home				
E-mail	Telephone ( ) -				
Primary Contact. Identify the person who can answer specific questions about this budget.					
Name (Last, First)					
Title	Cell Work Home				
E-mail	Telephone ( ) -				

### **Project Budget Form**

	PROJEC1	PROJECT COSTS						
A. DIRECT COSTS								
<b>Salaries and Wages.</b> Include salaried employees. Pro-rate salaries to reflect only those incurred within the period of performance. (List artists, consultants, and contractors under Other Costs.)								
Title/Type of personnel	# of personnel	Annual salary/range	% of time allocated	Amount				
		Total Salarie	es and Wages \$					
Fringe Benefits (%)			ringe Benefits \$					
	Total Sala	aries, Wages, and Fr	ringe Benefits \$					
<b>Travel.</b> Include transportation, lodging, and required of the least expensive class (e.g. coach) available. All	d subsistence dur Il foreign travel m	ring travel. Airfare charg nust be identified by cou	ged to the award may untry of origin/destina	not exceed the value ation.				
Travelers (name, role, or number of people)	Origin	Destinati	ion	Amount				
Other COSTS. Include all other direct project costs h promotion, supplies and materials, publications, dis-	tribution, access	accommodations such a	as sign language inter	pretation or braille				
	tribution, access a	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartage	tribution, access a	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below,				
promotion, supplies and materials, publications, distinction (no construction/renovation costs), shipping/cartagyou may also include a pro-rated portion of administration of administration of the control of the contr	tribution, access a e, rental of venue	accommodations such a es or equipment etc. If y	- ch as artist or consult as sign language inter	pretation or braille ndirect Costs below, Amount				

## **Project Budget Form**

B. INDIRECT COSTS.						
If applicable, include indirect costs as,						
A de minimis rate, or,						
As part of a current Federally-negotiated Indirect Cost Rate Agreement (provide copy of agreement).						
Cognizant Agency:	Туре:	Rate (%):	Base: \$			
Effective Period - From:	To:		•			
Total INDIRECT COSTS			\$			
TOTAL PROJECT COSTS (Total DIREC	CT COSTS + Total INDIRECT COSTS)		\$			
	PROJECT INCOME	 <b>E</b>				
ORGANIZATION SHARE: CASH. Include income or tuition fees. Federal funds subgranted from						
Source			Amount			
		Total Cas	sh \$			
THIRD-PARTY IN-KIND. Include goods or selisted here must correspond directly to a project cost		outside of your organization (the	hird-party contributions). All items			
Item and Source			Fair Market Value			
		Total In-Kii	nd \$			
	Total Recipie	ent Share for this Proje				
	N	NEA AMOUNT	\$			
TOTAL DROJECT INCOME (SECURIS	IT OLIABE - NEA AMOUNT)		<u> </u>			
TOTAL PROJECT INCOME (RECIPIEN	T SHARE + NEA AMOUNT)		\$			