Utah Division of Arts & Museums
General Operating Budget

Organization: **Please put your organization name here**

Month and day your fiscal year ends: *Month/Day fiscal year ends*

These headings match, in general, the IRS 990 headings.

The first column should be your most recent previous completed fiscal year.

The second column should be your current fiscal year. You can include projected if you have not completed your current fiscal year.

The last column should be ALL projected since your request should be for your upcoming fiscal year. If you have questions, please contact us.

REVENUE			
	Previous Completed	**Current Fiscal Year**	**Projected Budget for Your Next Fiscal Year**
Earned Income			
Program Service Revenue (admission, tuition, etc.)			
Concessions/Merchandise			
Other			
Public Support			
Utah Arts & Museums Requested (See Guidelines)			
Utah Arts & Museums Awarded			
Federal			
State (not including this grant request)			
City			
County			
Other (please explain)			
Private Support			
Business/Corporate			
Foundation			
Individual			
Fundraising Events			
Applicant Cash*			
Other (please itemize)			
TOTAL REVENUE	$ -	$ -	$ -

Please enter your current grant request amount in this yellow box. This amount should match the grant request in your grant application narrative. Although we are moving to two year contracts, your grant request should be for only one year of funding, not two. If you received money in either of the two previous years, fill in cells C12

NOTE: If you are involved in a Capital Campaign, please do not include the capital revenue in this budget sheet.

This number should match the answer you provided in the General Information Section for Total Revenue.

EXPENSES			
	Verifiable Previous Completed	**Current Fiscal Year**	**Projected Budget for Your Next Fiscal Year**
Personnel Expenses (Salaries)			
Administrative Salaries			
Artistic/Technical Salaries			
Artists/Technical Contracts (as paid on 1099)			
Other Expenses			
Program expenses (production, exhibition, materials)			
Royalties/licensing fees			
Concessions/merchandise (cost of goods sold)			
Advertising and promotion			
Facility rental/mortgage			
Facility operations and maintenance			
Office expenses and supplies			
Travel and lodging (include per diem)			
Accounting & legal fees			
Fundraising expenses			
Insurance (non-employment related)			
Grants & other amounts paid (re-granting)			
Other (please itemize)			
TOTAL EXPENSES	$ -	$ -	$ -

These numbers should match the answers you provided in the General Information Section for Total Payroll.

Your total income and total expenses should match since they are projected numbers.

This number should match the answer you provided in the General Information Section for Total Expenses.

IN-KIND			
In-kind services (explain justification if needed)			
In-kind goods			
TOTAL IN-KIND	$ -	$ -	$ -

Review the FAQ at the bottom of the sheet for some helpful tips and information. If you are still unsure about something, please call us, we

Budget Justification Narrative (Required)

If you predict an increase or decrease in funds (more than 5%), or are showing an increase or decrease in funds from previous years (more than 5% change), explain that here. Panelists will often have questions about the budget so this is your chance to explain your budget.

Frequently Asked Questions

What is in-kind and how do we account for it?
In-kind contributions include any non-cash support your organization receives. Panelists want to know what kind of non-monetary support you receive. Volunteer time should be included in *in-kind services* and should be accounted for at a rate that is consistent with your accounting. This could be minimum wage or a nationally accepted nonprofit rate. Volunteers providing professional services (such as lawyers and accountants performing legal and accounting services) can be counted at the professional's going rate. Explain how you are accounting for in-kind services rates in the Budget Justification Narrative. Materials and supplies such as waived rent and utilities should be included in *in-kind goods* estimating the value your organization would otherwise need to pay.

What if our fiscal year is different from UA&M's fiscal year? That is acceptable. You need to plan to spend any grant money that you receive from UA&M within the UA&M fiscal year, which runs July 1- June 30. The third column should contain your grant request in the colored box. The third column is for your projected year in which the grant will occur. The second column should contain information from this current fiscal year (which may still be in progress). The first column should show your most recent completed fiscal year.

Why do we need to provide three years of budget?
This gives panel members a more clear picture of your organization. If there has been a major change (more than 5%) from one year to the next, please explain in the budget narrative.

What if we do not have a previous funding record?
If you are a new organization that does not have a previous budget, complete only the column for the projected year and explain it in the budget narrative. Double check that you are applying for the correct grant. Most of UA&M's general operating support grants require that you have an established relationship with our agency.

***What is applicant cash?**
Applicant cash refers to the money that comes from the organization's general operating budget or reserves.

What if our income and expenses do not match?
Projected budgets should balance, while actuals probably won't. Projected budgets balance because you are providing a picture of what you think you will spend and where that funding will come from.

More questions?
Please call the grants manager, 801-236-7550.