Please note: We are asking you to fill this form out as an operating budget that covers several years of your operations. This budget is not meant to break-out expenses and revenue for any specific program or project. You will use this form again (with minimal changes) for the FY22 GOS application, if you are planning to apply for those funds.

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

Organization:

Type Your Organization Name Here

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

Utah Division of **Arts & Museums**

We have added an addi[...]t a better picture of the fiscal hi[...]has not been in existence for three or m[...]years, work backwards from column F as far as you can.

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

We want to know in which year COVID most impacted your budget. Be sure to add an "X" in the yellow row to indicate that year.

The first column is the most recent verifiable fiscal year (2 years ago).

The second column should show your most recent completed fiscal year.

The third column should contain information from this current fiscal year (which may still be in progress).

The fourth column is your next fiscal year so the numbers should be projections.

REVENUE				
[Need help with this budget? View the "budget cheat sheet" on our website for tips!](#)	Previous Completed Verifiable Budget (2 years ago)	Most recent completed fiscal year	Current Fiscal Year	Projected budget for your next fiscal year
Please identify the year in which COVID had the most impact with an X				
Earned Income				
Program Service Revenue (admission, tuition, etc.)				
Concessions/Merchandise				
Other				
Public Support - do not duplicate the same amount on more than one line				
Utah Arts & Museums Requested (See Guidelines)				
Utah Arts & Museums Awarded				
Federal COVID assistance (direct from a federal agency)				
Paycheck Protection Program (PPP) - amount forgiven				
COVID assistance through State, City, or County				
add lines and specificity as needed				
State (not including this grant request, but may include RFA)				
City				
County				
Other (please explain)				
Private Support - do not duplicate the same amount on more than one line				
You may add lines to account for unique gifts that have been given due to COVID				
Business/Corporate				
Foundation				
Individual				
Fundraising Events				
Applicant Cash				
Other (please itemize)				
TOTAL OPERATING REVENUE	$	-	$	-

These highlighted cells are specifically asking about COVID-19 related relief funds/grants/awards from either federal, state, county, or city entities. Add lines to the "public support" section if you need more space to account for all of the funds you received. Do not include these funds in the regular "state/city/county" lines.

Please enter your grant request amount for Create 3 in this yellow box. This amount should match the grant request in your grant application narrative. You will use this budget for Create in Utah, Phase 3 (and GOS, if applicable).

If you are planning to apply for FY22 GOS funds, you will need to save this to your computer. You will use this budget form for the GOS application with only minimal changes. When applying for GOS--find this file on your computer, open it up and edit. Be sure to change the grant request to be your GOS request and then "save as" with a new file name so you can add this updated form to the GOS application.

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

If your organization received any special donations, awards, gifts, etc. due to COVID-19 from private donors, please add lines to the bottom of the "private support" section and list the suppor type and amount. Please keep these gifts separate from the donations or awards you received that were not COVID specific.

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

	Previous Completed Verifiable Budget (2 years ago)	Most recent completed fiscal year	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				
You may add lines to account for unique expenses that have been incurred due to COVID				
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)				
PPE (Personal Protective Equipment)				
Other (please itemize)				
TOTAL OPERATING EXPENSES	$ -	$ -	$ -	$ -

If your organization incurred any unique expenses due to COVID-19 (expenses you did not have before the pandemic occurred) , please add lines to the bottom of the "other expenses" section and list the expense type with the expense amount.

IN-KIND				
In-kind should not be included in the revenue or expense sections, we have broken it out separately here.				
In-kind services (explain justification if needed)				
In-kind goods				
TOTAL IN-KIND	$ -		$ -	$ -

Budget Notes (Required)

The "budget notes" are required. We want you to use this section to clearly explain any concerns, questions, or fluctuations in your budget that would not be obvious to someone outside of your organization. Use this section to be abundantly clear about what is happening in your budget from year to year.

Frequently Asked Questions

What should I put in the Budget Notes? If there is anything that you think we will question, please explain it here. Remember that each of these budget sheets are read by real people, and so this is your chance to communicate more information to the reviewer. Do you think something might be questioned? Is there something you would like to explain? Do so here. And remember to pay attention to the yellow boxes and the red text on this sheet.

I am new to budgets, do you have anything that can help me with this?
Yes! Please review our "budget cheat sheet" which will provide tips on how to complete this budget sheet. If you have any questions after viewing the cheat sheet, please do not hesitate to call or email us. We are always happy to help!

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. **Include an explanation of your in-kind in the narrative**

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 fourth column should contain your grant request in the colored box. The fourth column is for your projected year in which the grant will occur. The third column should contain information from this current fiscal year (which may still be in progress). The second column should show your most recent completed fiscal year. The first column is the most recent verifiable fiscal year (2 years ago).

Why do we need to provide several 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 notes.**

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.

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?