**2024 Budget Form for IPCF Grant Applications**

**Instructions:**

**There are 2 tables to complete with dollar amounts, brief explanations and brief justifications in this budget form.**

In Table 1-Income, please include the following:

1. The total amount of your request to IPCF

2. Monetary support from other sources *(amount and source)*

3. Any “in-kind” support *(list items or time donated and estimate a dollar value)*

In Table 2-Expenses, please include, in the appropriate categories, the following for each budget item:

1. The dollar amount

2. How the amount was determined or calculated *(e.g., $400 in food – 40 box lunches from restaurant X at $10 per lunch; $1,000 in sheet music at $5 per piece x 25 copies x 8 pieces))*

3. The connection to the project for each expense *(e.g., to increase attendance, participants will be provided with lunch; band will be performing 8 new pieces as part of performances for children)* related to each budget item for the specific project of your grant application. If no funds are needed for a given budget category, insert $0 or leave blank.

**PROJECT NAME:**

**Table 1-Income**

|  |  |
| --- | --- |
| **FUNDS AND RESOURCES** | **$ Amounts** |
| $ Requested from IPCF |  |
| $ Amount expected from other sources *(list sources here)* |  |
| In-kind contributions *(list items or time here but also estimate a $ value in Amounts column)* |  |
| **TOTAL $** amount of funds & resources for this project |  |

**Table 2-Expenses – *Please indicate which item(s) the grant would cover. Also, put an asterisk (\*) next to items covered by the grant.***

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET CATEGORIES** | **$ AMOUNT** | **HOW AMOUNT WAS CALCULATED** | **CONNECTION OF BUDGET ITEM TO PROJECT** |
| **Operational** |  |  |  |
| Materials and Supplies |  |  |  |
| Food or Catering |  |  |  |
| Travel or Transportation |  |  |  |
| Facilities/Rooms and Costs |  |  |  |
| Printing |  |  |  |
| Participant Gifts or  Compensation |  |  |  |
| Equipment |  |  |  |
| Personnel *(NOTE: Grant Committees prefer not to  fund personnel expenses)* |  |  |  |
| Other Project Expenses |  |  |  |
| **TOTAL $ amounts for costs** |  |  |  |