

Proposal Budget - BCF as sole funder example

Scallop Beach Art Gallery
Snails & Scales Exhibit

INCOME	PROPOSAL BUDGET	ACTUAL EXPENSES
Exhibition Sales	\$4,000	
Community Foundation Grant	\$4,000	
TOTAL INCOME	\$8,000	
EXPENSES		
Exhibition coordination	\$850	
Installation	\$650	
Curatorial support	\$900	
Registration	\$550	
Publicity & Advertising	\$750	
Display	\$1,000	
Rent	\$1,100	
Supplies	\$200	
Consignment payment to artists	\$2,000	
TOTAL EXPENSES	\$8,000	

Proposal Budget - Multiple funder example

Scallop Beach Art Gallery
Snails & Scales Exhibit

INCOME	PROPOSAL BUDGET	ACTUAL EXPENSES
Exhibition Sales	\$2,000	
Community Foundation Grant	\$2,000	
Patron donations	\$750	
Corporate sponsors	\$1,000	
TOTAL INCOME	\$5,750	
EXPENSES		
Exhibition coordination	\$850	
Installation	\$550	
Curatorial support	\$700	
Registration	\$250	
Publicity & Advertising	\$750	
Display	\$500	
Rent	\$950	
Supplies	\$200	
Consignment payment to artists	\$1,000	
TOTAL EXPENSES	\$5,750	

We request that you use a spreadsheet in this format. Of course, your line items will differ from the sample. You may find it helpful to use the "actual expense" column to track your expenses during the grant period. This will be required in submitting your Grant Final Report.

PLEASE NOTE: If during the grant period, any actual expense differs from the budgeted expense by 10% or more, you must notify BCF's Grant Manager as soon as possible since this may indicate a change in the purpose of the grant, and may require BCF Board approval.