

Budget template Arts organizations

The following provides a template that may be useful when preparing the budget for your CEDP application. Expenses and Sources of Funds are examples only. Not all categories will be applicable to your organization, nor are the categories presented here meant to be exhaustive.

Please note that budgets must balance (total expenses equal total revenue).

In-kind contributions should be included as a footnote.

EXPENSES		SOURCE OF FUNDS	
Staff payroll expenses	\$	CEDP request	\$
Professional fees to artists	\$	Other government grants (federal, provincial, & municipal)*	\$
Artists' travel	\$	Membership fees	\$
Artists' per diems & accommodations	\$	Workshop fees/tuition	\$
Director, Producer & Designer salaries	\$	Box office	\$
Technicians	\$	Bar sales	\$
Other production costs	\$	Merchandise sales	\$
Royalties	\$	Corporate sponsorship	\$
Workshop costs	\$	Fundraising	\$
Marketing/Audience development	\$	Applicant contribution	\$
Staff travel	\$		
Board expenses	\$		
Rent	\$		
Heat and light	\$		
Office supplies	\$		
Insurance	\$		
Other admin	\$		
Total	\$	Total	\$

* Each government contribution must be a separate line item. Applicants must disclose all sources of government funding and indicate whether the funding is confirmed or pending in the space provided on the application form.