



WASHINGTON STATE ARTS COMMISSION

ARTS IN EDUCATION

FIRST STEP GRANT | FY21 RESOURCE

BUDGET SUPPORT

Create a clear and specific budget that aligns with the story you build in ZoomGrants.

- Budget must **match** the amount of grant funding requested in ZoomGrants.
- Budget must show income from other funding sources, or your own reserves, that equals or exceeds your funding request.
- Budget should be aligned with project goals and narrative.
- Use ArtsWA funds only for expenses that align with the “Use of Fund” list below.
- The cash match needs to be realistic in terms of anticipated income and project goals.
- Overall, funds should be reaching **many** students.

Example Budget: *Notice tips that help with common errors in margin notes below.*

1. Cash Expenses

Expense Description	Hours, Rates, Quantities	Anticipated Total Cash Expense	Amount to be covered by ArtsWA funds
Fees for Arts Instruction for K-12 Students			
Teaching Artists - Visual	40 hrs @ \$50/hr	\$ 2,000	\$ 1,500
Teaching Artists - Dance	20 hrs @ \$50/hr	\$ 1,000	\$ 500
TA assistants	60 hrs @ \$20/hr	\$ 1,200	\$ -
Fees for Professional Development for Teachers / Teaching Artists			
TA for Teacher Prep Workshop	4 hrs @ \$50	\$ 200	\$ 200
Fees to Artists or Arts			
Museum Admission	100 @ \$6	\$ 600	\$ -
Dance Performance	1 assembly at school	\$ 1,500	\$ -
Fees to Program Administrators or Consultants			
Project Coordinator	200 hrs @ \$30/hr	\$ 6,000	\$ 3,000
Assessment Consultant	40 hrs @ \$75/hr	\$ 3,000	\$ 3,000
Materials, Supplies, Transportation, Other			
Visual Arts Supplies	5 projects x 4 classes	\$ 500	\$ -
TA / Consultant Transportation	for school visits	\$ 250	\$ -
Office Expenses; Printing	various, based on FY19	\$ 200	\$ -
Total		\$ 16,450	\$ 8,200

Note specific categories of expenses.

Total cash expense = Total Cash income.

The amount covered by ArtsWA does **not** have to match the full amount of expense.

Amount matches request in Zoom Grant application.

2. Cash Income

	Anticipated Cash Income	Confirmed?
ArtsWA Grant Request	\$ 8,200	
Cash from Applicant Org or Program Partners		
% of Annual Fund	\$ 1,500	x
Mountain School District	\$ 1,200	x
Government or Private Foundation Grants		
ABC Foundation	\$ 3,500	x
Corporate or Local Business Support		
Howard's Hardware	\$ 250	
Other Local Support, e.g. PTA, Individual Donors, Fundraising Event		
Sunshine PTA	\$ 800	x
Spring Event	\$ 1,000	
Total	\$ 16,450	

Total cash expense = Total Cash income!

Amount to be covered by ArtsWA in **Expense Table** = ArtsWA Grant Request in **Income Table**.

Use of Fund

We **Can** Fund:

- Fees for teaching artists.
- Fees for an arts education consultant or provider of professional development.
- Fees for a project coordinator.
- Administrative expenses including; printing costs for lesson plans or other documents and other administrative costs related to project planning and delivery.
- Travel expenses for non-local (but in-state) teaching artists or consultants.
- Fees for professional performing arts groups, student tickets, and transportation expenses for exhibitions and performances are allowable when there is a clear connection to the overall arts learning plan.
- Materials and supplies required for lesson implementation.

We **Cannot** Fund:

- Food and beverages.
- Capital expenses—purchase of equipment, building construction, or renovation.
- Regular salaries for employees of schools, districts, or Educational Service Districts (ESDs). However, you may list appropriate percentages of school, district, or ESD staff salaries as in-kind support.
- Extra-curricular arts activities or programs that serve only selected students within a class or grade level.
- Stand-alone field trips or assemblies.
- Travel out of the state of Washington, or fees to out-of-state contractors—in some cases, exceptions may be allowable, but prior approval from the AIE Program Manager is required.

Additional Considerations

- Expenses for supplies, performances, and student tickets should encompass a modest percentage of the overall funding request.
- Grant should involve a diversity of providers. No individual should receive **more than 50 percent** of the grant request as their pay.

Teaching Artists Rates of Pay:

- Professional teaching artists or other providers of arts education on an ArtsWA-funded project must be paid a *minimum* of **\$30 per hour**.
- Exceptions may be made for artists who are serving as key partners and choose to offer a portion of their time as in-kind services. First Step grantees are encouraged to consider additional compensation for any meetings that independent teaching artists need to attend.