

**City of Portsmouth/Portsmouth Museum & Fine Arts Commission Grant Application FY 2010**

Proposed Project Budget and Summary Financial Statement

Organization: \_\_\_\_\_

>Except as indicated, do not include donated or in-kind services, materials, facilities, or income legally restricted for acquisitions or capital expenditures.

>Colleges, universities, and other large organizations should include figures only for the applying unit or division within the larger organization.

<b>Revenue</b>		<u>Project</u>	
	07-08 actual	08-09 estimate	09-10 proposed
<b>A. Contributed</b>			
1. Portsmouth Commission	_____	_____	_____
2. Local Grants			
a. Chesapeake	_____	_____	_____
b. Hampton	_____	_____	_____
c. Newport News	_____	_____	_____
d. Norfolk	_____	_____	_____
e. Suffolk	_____	_____	_____
f. Virginia Beach	_____	_____	_____
g. Williamsburg	_____	_____	_____
h. York County	_____	_____	_____
3. State	_____	_____	_____
4. Federal	_____	_____	_____
5. Membership Fees	_____	_____	_____
6. Individual Contributions	_____	_____	_____
7. Corporate Contributions	_____	_____	_____
8. Other (specify)_____	_____	_____	_____
<b>B. Earned</b>			
9. Admissions/Ticket sales (inc. Tax)	_____	_____	_____
10. Concessions/Product Sales	_____	_____	_____
11. Interest	_____	_____	_____
12. Other (specify)_____	_____	_____	_____
13. Other (specify)_____	_____	_____	_____
<b>C. Fundraising Events/Activities (gross income)</b>			
14. (specify)_____	_____	_____	_____
15. (specify)_____	_____	_____	_____
<b>D. Other</b>			
16. (specify)_____	_____	_____	_____
17. (specify)_____	_____	_____	_____
<b>E. Total Income</b>	_____	_____	_____
18. In-Kind Contributions (dollar value; do not include above)			
a. Services	_____	_____	_____
b. Goods and Materials	_____	_____	_____
c. Space	_____	_____	_____
<b>F. Total In-Kind</b>	_____	_____	_____

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<b>Expenses</b>	07-08 actual	<u>Project</u> 08-09 estimate	09-10 proposed
<b>A. Salaries/Wages/Honoraria*</b>			
1. Principal Administrators	_____	_____	_____
a. Administrative Support	_____	_____	_____
2. Principal Artistic Staff	_____	_____	_____
a. Artists/Performers/Lecturers	_____	_____	_____
3. Consultants	_____	_____	_____
4. Other (specify)_____	_____	_____	_____
<b>B. Non-Personnel</b>			
5. Office Rental	_____	_____	_____
6. Utilities and Telephones	_____	_____	_____
7. Insurance and Bonding	_____	_____	_____
8. Office Supplies	_____	_____	_____
9. Travel/Lodging/Meals	_____	_____	_____
10. Materials	_____	_____	_____
11. Printing and Duplicating	_____	_____	_____
12. Postage	_____	_____	_____
13. Advertising	_____	_____	_____
14. Equipment Purchase	_____	_____	_____
15. Equipment Rental	_____	_____	_____
16. Repairs and Maintenance	_____	_____	_____
17. Facility Rental**	_____	_____	_____
18. Real Estate Taxes**	_____	_____	_____
19. Personal Property Taxes**	_____	_____	_____
20. Interest Expense	_____	_____	_____
21. Bank Service Charges	_____	_____	_____
22. Admission Taxes**	_____	_____	_____
23. Fundraising Expenses	_____	_____	_____
24. Other (specify)_____	_____	_____	_____
25. Other (specify)_____	_____	_____	_____
26. Other (specify)_____	_____	_____	_____
<b>27. TOTAL EXPENSES</b>	_____	_____	_____
<b>28. NET INCOME &lt;DEFICIT&gt;</b>	_____	_____	_____

\* Include fringe benefits and payroll taxes

\*\*For items 17-19 and 22, attach breakdown by location.

