

## Glossary of Budget Terms

### PROJECTED EXPENSES

*Explains the use of all funds expended/spent*

**A. Salaries/Stipends**—expenses for all individuals who will be working on the project such as projected salaries required for any artist/humanist/interpretive scientists involved in the proposal, administrative staff, security, grounds crew, etc.

**B. Space Rental** – expenses needed for any space the project will be using such as rental of space for office, rehearsal, performance, workshop, or exhibit.

**C. Marketing/Promotion** – expenses for any publicity or advertising such as newspaper ads, radio time, web placement, design and printing of proposed publicity materials, etc.

**D. Supplies**- Any good purchased that is needed to execute the proposed project or program. (Example: costumes, glue, paint, sheet music, etc.)

**E. Capital Expenditures** - any items that have a life expectancy of more than three years and a monetary value of more than \$500. Examples include the purchased equipment, such as lighting or sound equipment, new construction, or the renovation of a cultural facility. Applications for capital expenses are not accepted through the Cambridge Arts Grant Program.

**F. Other Expenses** - any remaining expenses that the project will require such as equipment rental, travel, postage, utilities, insurance, expenses for ensuring accessibility (wheelchair rental, ASL interpreter, etc), and any other project needs.

**G. Travel** – any expenses for travel related to the project such as fares, parking, gas, auto rental, etc.

### H. Total Projected Expenses

Sum of all expenses in sections A-G.

### PROJECTED INCOME –

*Explains the various types of funding sources*

**A. Earned Income** – any funds that the project will directly earn to go towards the project costs such as ticket sales, concessions, merchandise, etc.

**B. Non-Government** – funds granted or donated from non-government sources such as individual giving, corporate donations, foundation grants, etc.

**C. Government** – funds contributed from a government source such as municipalities, public schools, other Mass Cultural Council granting programs, and other Local Cultural Councils.

**D. Applicant Cash** – any funds the individual applicant is planning to put into the project to cover expenses.

**E. Amount Requested from this LCC** – the amount requested in this grant proposal; should be the same as the amount listed under “Project Information”

**F. Total Additional Income**-Sum of all funding sources, except this LCC grant. The “Total Additional Income” must equal the amount reflected in the “Additional Income Needed” to complete this project.

**G. In-Kind Contributions** - monetary value for any contributed goods or services such as donated space, materials, and/or personnel.