**Proposal Budget - BCF as sole funder example**

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Scallop Beach Art Gallery

Snails & Scales Exhibit

|  |  |  |
| --- | --- | --- |
|  | **PROPOSAL** | **ACTUAL** |
| **INCOME** | **BUDGET** | **EXPENSES** |
| Exhibition Sales | $4,000 |  |
| Community Foundation Grant | $4,000 |  |
| **TOTAL INCOME** | $8,000 |  |
| **EXPENSES** | $850 |  |
| Exhibition coordination |  |
| 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**

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Scallop Beach Art Gallery

Snails & Scales Exhibit

|  |  |  |
| --- | --- | --- |
|  | **PROPOSAL** | **ACTUAL** |
| **INCOME** | **BUDGET** | **EXPENSES** |
| Exhibition Sales | $2,000 |  |
| Community Foundation Grant | $2,000 |  |
| Patron donations | $750 |  |
| Corporate sponsors | $1,000 |  |
| **TOTAL INCOME** | $5,750 |  |
| **EXPENSES** | $850 |  |
| Exhibition coordination |  |
| 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.