

Grants for Arts Projects Application
Financial Information
 (Standard Review Grants only)

Read the instructions that follow this form before you start.

OMB No. 3135-0112
 Expires 02/28/05

If you are a fiscal agent or a parent organization, this information should refer to the group or component on whose behalf you are applying. Do not complete this form if you are applying for a Fast-Track Review Grant.

Applicant (official IRS name):

OPERATING BUDGET	MOST RECENTLY COMPLETED FISCAL YEAR		CURRENT FISCAL YEAR (ESTIMATED)		NEXT FISCAL YEAR (PROJECTED)	
	(/ / -- / /)	(/ / -- / /)	(/ / -- / /)	(/ / -- / /)	(/ / -- / /)	(/ / -- / /)
	START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
Income:						
Earned	\$	_____	\$	_____	\$	_____
Contributed	\$	_____	\$	_____	\$	_____
Total Income	\$	_____	\$	_____	\$	_____
Expenses:						
Artistic salaries and fees	\$	_____	\$	_____	\$	_____
Production/exhibition/ service expenses	\$	_____	\$	_____	\$	_____
Administrative expenses	\$	_____	\$	_____	\$	_____
Total Expenses	\$	_____	\$	_____	\$	_____
Operating surplus/(deficit)	\$	_____	\$	_____	\$	_____

In the space below, discuss the fiscal health of your organization. You must explain 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount):



If you are applying for a Fast-Track Review Grant, do not complete this form.

Provide the requested information for your organization for the most recently completed fiscal year, the current fiscal year (estimated), and the next fiscal year (projected). If you are the lead applicant for a consortium, provide this information for your own organization. If you are a fiscal agent or a parent organization, provide this information for the group or component on whose behalf you are applying (e.g., for a university project, provide the information for the component, not the entire university). For components, footnotes (e.g., "museum guards and utilities paid for by university") may be helpful to explain the relationship that the component has with the larger entity. If your organization is a smaller entity that exists within a larger organization, submit information for the smaller entity and follow the instructions for parent organizations and components.

This page is intended to show your organization's fiscal activity as it relates to operations. Do not include activity related to a capital campaign (such as raising money for a new facility, an endowment fund, or a cash reserve fund). The Arts Endowment may request additional information to clarify an organization's financial position.

In the space provided on the form, discuss the fiscal health of your organization. You must explain 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount).

Use the following definitions when completing this form. Unaudited figures are acceptable.

Earned Income: Revenues that are received through the sale of goods, services performed, or from investments. Examples: ticket sales, subscription revenue, contractual fees, interest income.

Contributed Income: Gifts that are received which are available to support operations. Examples: annual fund donations, grants for general operating or project support, in-kind contributions.

Artistic salaries and fees: Costs that are directly related to the creation, production, and presentation of art work. Examples: fees for dancers, choreographers, actors, curators, artistic directors, contributors to literary publications. Include arts personnel that are on your staff as well as those that are paid on a contract or fee basis.

Production/exhibition/service expenses: All program or service delivery costs, excluding artistic salaries and fees that are listed above. Examples: presentation costs; costs of sets, costumes, and lighting; publication costs of catalogues or literary magazines.

Administrative expenses: All other costs that are incurred during the normal course of business. Examples: outside professional non-artistic services, space rental, travel, marketing, administrative salaries, utilities, insurance, postage.

Total Expenses: In the "Most recently completed fiscal year" column, this figure should agree with the "Total organizational operating expenses for the most recently completed fiscal year" that you provide on the Basic Information form, Part 2.

NOTE: The figures listed in the "Most recently completed fiscal year" column are subject to verification by the Arts Endowment.