

**2022 WEAVE-A-DREAM PROGRAM
PROJECT BUDGET**

SAMPLE PAGE

APPLICANT:		PROJECT:			
<i>Instructions: Enter cash revenue and expenses only. In-kind contributions are reported on page 2.</i>					
REVENUE	City of Savannah	Other Revenue	Total Revenue	Confirmed? Yes, No, Pending	
GOVERNMENT	<i>Enter</i>	<i>Enter</i>	<i>Auto-Fill</i>	<i>Enter</i>	
CITY OF SAVANNAH (Programs cannot receive funds from multiple City sources.)	\$ 5,000	\$ -	\$ 5,000		
CHATHAM COUNTY	\$ -	\$ 4,000	\$ 4,000		
OTHER (State, Federal)	\$ -	\$ 200	\$ 200		
BUSINESSES/CORPORATIONS					
COMPANY A	\$ -	\$ 1,500	\$ 1,500		
COMPANY B	\$ -	\$ 1,200	\$ 1,200		
COMPANY C	\$ -	\$ 1,100	\$ 1,100		
	\$ -		\$ -		
	\$ -		\$ -		
REVENUE FROM OPERATIONS					
ADMISSION FEES	\$ -	\$ 200	\$ 200		
MEMBERSHIP FEES	\$ -	\$ 300	\$ 300		
CLASSES/WORKSHOP FEES	\$ -	\$ 200	\$ 200		
VENDORS (COMMISSIONS, FEES)	\$ -	\$ 100	\$ 100		
OTHER					
INDIVIDUAL CASH DONATIONS	\$ -	\$ 800	\$ 800		
OTHER:	\$ -	\$ 200	\$ 200		
OTHER:	\$ -	\$ 200	\$ 200		
TOTAL REVENUE:	\$ 5,000	\$ 10,000	\$ 15,000	<i>Auto-Fill</i>	
PERCENT OF REVENUE (City funds must not exceed non-City funds.)	33.3%	66.7%	100%	<i>Auto-Fill</i>	
<i>Note: Total Revenue must EQUAL Total Expenses.</i>					
EXPENSES	City of Savannah	Other Expenses	Total Expenses		
PERSONNEL FEES	<i>Enter</i>	<i>Enter</i>	<i>Auto-Fill</i>		
ADMINISTRATIVE PERSONNEL	\$ 200	\$ 500	\$ 700		
ARTISTS	\$ 200	\$ 1,200	\$ 1,400		
PRODUCTION/TECHNICAL PERSONNEL	\$ 1,200	\$ 1,000	\$ 2,200		
TOTAL PERSONNEL FEES* (Itemize Personnel Fees on Page 2.)	\$ 1,600	\$ 2,700	\$ 4,300	<i>Auto-Fill</i>	
SUPPLIES AND EQUIPMENT FEES					
OFFICE	\$ 100	\$ 150	\$ 250		
PRODUCTION/TECHNICAL	\$ 800	\$ 1,200	\$ 2,000		
TOTAL SUPPLIES AND EQUIPMENT FEES	\$ 900	\$ 1,350	\$ 2,250	<i>Auto-Fill</i>	
MARKETING FEES					
DESIGN/DEVELOPMENT	\$ 200	\$ 350	\$ 550		
ADVERTISING/PROMOTION	\$ 1,300	\$ 1,700	\$ 3,000		
TOTAL MARKETING FEES	\$ 1,500	\$ 2,050	\$ 3,550	<i>Auto-Fill</i>	
SPACE RENTAL FEES					
PROGRAM/EVENT SPACE	\$ 500	\$ 3,700	\$ 4,200		
			\$ -		
			\$ -		
TOTAL SPACE RENTAL FEES* (Itemize Space Rentals on Page 2.)	\$ 500	\$ 3,700	\$ 4,200	<i>Auto-Fill</i>	
OTHER EXPENSES/CONTRACTED SERVICES					
Uniform/Clothes Cleaners	\$ 500	\$ -	\$ 500		
Caterers		\$ 50	\$ 50		
Delivery Service		\$ 150	\$ 150		
TOTAL EXPENSES:	\$ 5,000	\$ 10,000	\$ 15,000	<i>Auto-Fill</i>	
"ALERT!" appears when Expenses do not equal Revenue. Please correct!				<i>Auto-Fill</i>	

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PROJECT BUDGET**

APPLICANT:		PROJECT:	
<i>Instructions: Enter In-Kind Contributions. Matching Requirements will auto-calculate.</i>			
IN-KIND CONTRIBUTIONS			
Organization Name	Goods or Professional Service	Dollar Value	Source/Method of Calculation
City of Savannah (if applicable)	event parking	\$ 300	Letter of confirmation
ABC Theatre	costumes	\$ 1,000	Store rental prices
DEF Events, Inc.	tables	\$ 200	Letter of donation; online price comparison
GHI Music Store	instruments	\$ 500	Store rental price
JKL Print Shop	invitations, programs	\$ 300	Print shop invoice with cost estimate
TOTAL IN-KIND MONETARY VALUE:		\$ 2,300	
Cash and In-Kind Ratio (excludes City contribution)			
	Non-City Cash Revenue (page 1):	\$ 10,000	83% <i>60:40 Cash to In-Kind Limit</i>
	Non-City In-Kind Revenue (less City):	\$ 2,000	<--Cannot exceed 40%
	Total Non-City Revenue:	\$ 12,000	100%
FUNDING MATCH			
TOTAL REQUESTED CITY CONTRIBUTION - Cash Revenue Only (Page 1):		\$ 5,000	29% <--Cannot exceed 50%
TOTAL NON-CITY CONTRIBUTION - Cash and In-Kind Revenue (Above):		\$ 12,000	71%
TOTAL CONTRIBUTIONS:		\$ 17,000	100%
BUDGET EXPLANATIONS			
PERSONNEL FEES: <i>Enter job titles, number of staff, and total pay for project work only. Total Personnel Fees should match Page 1 totals.</i>			
ADMINISTRATIVE	<i>Page1 Subtotal \$ 700</i>	# Staff	Total Pay
Office Assistant		1	\$ 200
Marketing Coordinator		1	\$ 400 <i>Subtotal</i>
Janitor		1	\$ 100 <i>\$ 700</i>
ARTISTS	<i>Page1 Subtotal \$ 1,400</i>		
Banging Heads Band		2	\$ 800
Dance Troupe		7	\$ 400 <i>Subtotal</i>
Comedian		1	\$ 200 <i>\$ 1,400</i>
PRODUCTION/	<i>Page1 Subtotal \$ 2,200</i>		
Sound Technician		2	\$ 400
Lighting Assistant		1	\$ 200 <i>Subtotal</i>
Stage Manager/Stage Hands		4	\$ 1,600 <i>\$ 2,200</i>
TOTAL PERSONNEL FEES	<i>Page 1 Total: \$ 4,300</i>	20	\$ 4,300
SPACE RENTAL FEES: <i>Enter space rental information below. Total Space Rental Fees should match Page 1 total.</i>			
LOCATIONS (Name, Street Address, City, State, Zip Code)	TYPE (Office, Rehearsal, Performance, Event)	# Rentals	Total Fees
Mystics, 1240 E. Illusion Ave, Savannah GA 31404	Rehearsal	4	\$ 1,200
Fantasy Land, 1000 Television Circle, Savannah, GA 31409	Main Performance	2	\$ 2,000
Hanging On, 559 Thread Street	Courtyard Event	1	\$ 700
Aiming High, 101 Radar Rd	Lecture Hall	4	\$ 300
			\$ -
TOTAL SPACE RENTAL FEES	<i>Page 1 Total: \$ 4,200</i>	11	\$ 4,200