

Program Pricing Form Instructions - **Read First!**

Welcome to the program budget workbook. This fillable PDF is designed to gain an in-depth look at expenses for programs to assist with fund allocation.

- Below, you will find a series of definitions to help your organization fill out the proposed program Budget (found on page 2).
- Fill out all sections in full. If line items do not apply to your project put \$0.

Note: You can type directly into the form. Do not fill out the form by hand. You will upload this form as part of the application. To do so, save your completed budget form to your computer / tablet or other device and upload as a PDF into the application.

Questions: Contact **Beatriz Ramirez**, Community Outreach Manager at Beatriz@UnitedArts.cc or 407-628- 0333 Ext. 228.

Personnel – Artistic / Programmatic

Payments for salaries, wages, fees, and benefits specifically identified with artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel – Technical / Production

Payments for employee salaries, wages, and benefits specifically identified for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparators and installers, etc.

Expenses related to art-form supplies, sets and props, equipment rental, costume rentals / purchases, etc.

Outside / Contracted - Artistic & Supplies

Payments to firms or persons for the artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations. Include artistic directors, directors, conductors, conservators, curators, dance.

Other Expenses

All expenses not entered in other categories. Include scripts and scores, postage, insurance.

- List each program that you have
- Consider the potential cost for each program including program expenses

Name of Program _____

Program Expenses	Program Expenses Type	Expenses Cost
Contracted for program	Artistic/Programmatic	
	Technical/Production	
Personnel (Regular full-time or part-time employees)	Artistic/Programmatic	
	Technical/Production	
Other	Supplies	
	Other	
Total Expenses		

Cost to book program _____

Name of Program _____

Program Expenses	Program Expenses Type	Expenses Cost
Contracted for program	Artistic/Programmatic	
	Technical/Production	
Personnel (Regular full-time or part-time employees)	Artistic/Programmatic	
	Technical/Production	
Other	Supplies	
	Other	
Total Expenses		

Cost to book program _____