

Partnership Agreement Budget Instructions

Use the **Project Budget Form** available on the website at <https://www.arts.gov/grants/manage-your-award>.

- **Show only the required 1:1 cost share/match.** *Many SAAs and RAOs can and do ultimately exceed the required cost share/match, but to streamline review of your application, we ask you to limit the cost share/match to just the 1:1 for this budget. It is important to remember that all costs included in this budget (and on subsequent payment requests and financial reports for this award) must be allowable per the General Terms & Conditions for your award and 2 CFR 200.*
- **This budget cannot include overlapping project costs with any other Federal award, including previous years' Partnership Agreements.** SAAs that have designated Folk Arts partners who receive Arts Endowment grants as well as SAA grants for statewide Folklife activity must take specific care to ensure that there are no overlapping project costs between awards. The partners almost always include SAA staff time in their project budgets as in-kind, potentially causing time to be allocated to the SAA staff at greater than 100%.
- **All costs included in this budget must be incurred within the allowable Period of Performance, which may begin no earlier than July 1st.** Enter your grant period in the period of performance boxes, and be sure to account for sufficient time to advertise, review, award, and closeout all subawards made with Arts Endowment or required cost share/matching funds. Note that all activities supported under this award must be related to the State Arts Plan that was approved in your FY19 application. Funds cannot be "rolled over" for future use.
- **Any subawards reflected on this budget must be made in accordance with the requirements of 2 CFR 200.331.** This includes specific requirements regarding applicant eligibility, award notice requirements, subrecipient monitoring and closeout, and other national policy requirements; review the General Terms & Conditions for Partnership Agreements for more detail.
- **Provide budget figures for your entire grant.** Round all numbers to the nearest \$100. Describe like costs on a single line if necessary to fit the space provided.

DETAILED INSTRUCTIONS

Organization. Enter your SAA's or RAO's legal name and street address. The address should match your entity's SAM registration record.

Application/Award #. Enter your offered application number.

Project Budget Date: Enter the date your Authorizing Official approved this budget.

Period of Performance Requested. Enter the start and end date of your requested project period. Note that all costs in the budget must be incurred within the Period of Performance. The earliest allowable start date is July 1.

Project Description.

- Enter the date you will begin making subawards - to expedite processing by the Arts Endowment for DATA Act compliance and for entering required subgrants into the FSRS.
- Include any updates to your proposed activities/plan.

The next section gives you the opportunity to change the “participants” on the application. Consider who should have access to the [REACH](#) system to manage the application and award and update as needed.

- **Authorizing Official.** Enter the name, title, email address, and phone number for the person who has the legal authority to approve this budget on behalf of your organization.
- **Project Director.** Enter the name, title, email address, and phone number for the person in charge of administering your partnership agreement.
- **Primary Contact.** Enter the name, title, email address, and phone number for an additional contact person, if desired.

PROJECT COSTS

The PROJECT COSTS section of the project budget form must show how the total project costs – i.e., the combined Arts Endowment funds and your cost share/matching funds – will be spent. Direct costs are those that are identified specifically with the partnership agreement. These costs must be allocable and allowable under the General Terms and Conditions for your award and 2 CFR 200.

A. DIRECT COSTS

- **Salaries and Wages**

List compensation for personnel, both administrative and artistic, who are paid on a salary basis. Fees for contractual personnel/consultants and compensation for artists who are paid on a fee basis should be listed under **Direct Costs: Other Costs** and not here.

Indicate the title and/or type of personnel, the number of personnel, and the percentage of time that will be allocated to the partnership agreement on an annual basis. List key staff positions, and combine similar functions.

Example:

<i>Title and/or type of personnel</i>	<i>Number of personnel</i>	<i>Annual or average salary range</i>	<i>% of time devoted to this project</i>	<i>Amount</i>
Executive Director	1	\$120,000	10%	\$12,000
Program Directors	2	\$70,000	50%	\$35,000
Education/Outreach	5	\$25,000 - \$50,000	20-30%	\$75,000

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "Legal Requirements" for details.)

Reminder: Under 2 CFR Part 200 Subpart E – Cost Principles, costs for fundraising activities that are necessary to meet the objectives of the Federal award are now allowable. You may include pro-rated salaries for personnel who undertake fundraising activity if they are directly allocable to approved Partnership Agreement activity.

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if they are not included as indirect costs.

Travel

All travel costs must be estimated according to your organization's established written travel policies and must related to activity outlined in your project narrative. Airfare costs charged to the award may not exceed the cost of the least expensive class (e.g. coach) available. Include subsistence costs (e.g., hotels, meals) as part of the amount listed for each trip, as appropriate.

Foreign travel, if any is intended, must specify the country of origin and destination and must conform to government regulations, including those of the U.S. Treasury Department Office of Foreign Asset Control. See the General Terms & Conditions for additional information.

Indicate travel costs according to the example below. Unless travel is to foreign countries, you do not need to specify destinations; simply indicate whether travel is within your state or out of state. List all trips – both foreign and domestic – individually.

Example:

<i># of travelers</i>	<i>From</i>	<i>To</i>	<i>Amount</i>
10	In state		\$6,000
4	Out of state		\$4,000

Other

List subgrants, consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, translation, closed or open captioning, large-print brochures/labeling), internet access, telephone, copying, postage, supplies and materials, publication, distribution, transportation of items other than personnel, rental of space or equipment, and other project-specific costs.

List artist compensation here if artists are paid on a fee basis.

If you intend to purchase any **equipment** that costs \$5,000 or more per item and that has an estimated useful life of more than one year, you must specifically identify that item here, and provide a justification for the expenditure on this form or in an attachment.

Example:

Subgrants	\$200,000
Contractual Services (web design, marketing)	\$35,000

Administration (% of rent, supplies, communications)	\$50,000
Equipment (purchase of high def audio/visual system for state-wide webcasts)	\$7,500
Access Accommodations	\$10,000

Do NOT include entertainment or hospitality activities, alcoholic beverages, concessions (e.g., food, T-shirts), fines and penalties, bad debt costs, deficit reduction, cash reserves or endowments, lobbying, marketing expenses that are not directly related to the partnership agreement, contingencies, miscellaneous, or costs incurred before the beginning of the official period of performance. These costs are unallowable and may not be supported with Federal or cost share/matching funds.

Total DIRECT COSTS is the total of all direct cost items listed in **Salaries and Wages, Travel, and Other**.

B. INDIRECT COSTS

Indirect costs are overhead or administrative expenses that are not readily identifiable with fulfilling the partnership agreement. The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.

- **For SAAs:** You may include costs required under a Statewide Cost Allocation Plan here. However, you must provide details on how the SWCAP amount was calculated.

If your indirect cost rate agreement (ICRA) is not negotiated with the Arts Endowment, provide a copy of your current rate agreement along with the budget.

- **For RAOs/NASAA:** In order to claim indirect costs on this line, you must have a rate negotiated with the Arts Endowment or another federal agency. (If so, provide a copy of your current rate agreement with this budget.) If your organization has never had an indirect cost rate agreement, 2 CFR 200 allows you to claim a "de minimis" rate of no more than 10 percent of modified total project costs. Indicate "de minimis" if you choose this option.

Note: If you do not have an ICRA and do not choose the de minimis option, you may still claim administrative/overhead costs as direct costs under **Direct Costs: Other**. However, you cannot claim both.

TOTAL PROJECT COSTS is the sum of **Total Direct Costs** and **Indirect Costs** (if applicable).

PROJECT INCOME

Cost Share Requirement. The total match for the project must be equal to the NEA's Offered Amount below (unless you are receiving Arts Endowment funds that do not require a cost share/match). This may include:

➤ **Organization Share: CASH**

List cash donations (including items or services that are provided by the applicant organization), appropriated

funds, grants, and/or other revenues that are expected or received for the partnership agreement.

- **For SAAs:** Note the Arts Endowment legislative requirements for cost share/match which state that "The non-Federal funds required...to pay 50 percent of the cost of a program or production shall be provided from funds directly controlled and appropriated by the State involved and directly managed by the State agency of such State."
- **For RAOs/NASAA:** Funds proposed as cost share/match must be allowable per the General Terms & Conditions for State Arts Agencies and Regional Arts Organizations. Do not include Arts Endowment or other federal grants that are anticipated or received here.

➤ **THIRD-PARTY IN-KIND**

List goods or services donated by a third-party individuals/entities outside your organization.

- **For SAAs:** In-kind cost share/match cannot be used to meet the minimum matching requirement for your award.
- **For RAOs/NASAA:** In-kind can include donated space, supplies, and volunteer services – i.e., goods and services that are donated by individuals or organizations other than the applicant. To qualify as matching resources, these same items also must be listed under direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Proper documentation must be maintained for all items noted as "in-kind."

TOTAL RECIPIENT SHARE is the sum of **CASH** and **IN-KIND**.

NEA AMOUNT = List the total amount of recommended funding or offered amount per the accompanying notification.

TOTAL PROJECT INCOME is the sum of **Total Recipient Share** and **NEA Amount**.