

## **2024 Call for Proposals**

### **Sample budgets for three years of programming**

Teiger Foundation aims to provide guidance on your existing project budgets, rather than requiring you to create new ones. Choose the budget type that offers the most insight into your program's financial needs. Note that up to 30% of three years of programming grants can be allocated to institutional overhead costs and/or indirect costs.

These sample budgets originate from real applicant submissions. This is why you will see varying emphases on program elements and a range of terminologies and organizational structures.

**THREE YEARS OF PROGRAMMING: Entire program**

Expenses	Year 1	Year 2	Year 3	Total	Notes
<b>Direct costs</b>					
Artist Fees	\$31,000.00	\$32,550.00	\$34,177.00		Standard per W.A.G.E. guidelines for institutions with a TAOE of \$600,000
Travel & Lodging	\$24,000.00	\$25,200.00	\$26,460.00		
Production & Installation	\$28,500.00	\$29,925.00	\$31,421.00		
Contract Labor	\$22,000.00	\$23,100.00	\$24,255.00		
Shipping	\$2,000.00	\$2,100.00	\$2,205.00		
Documentation	\$7,500.00	\$7,875.00	\$8,268.00		
Interpretive & Outreach Materials	\$2,000.00	\$2,100.00	\$2,205.00		
Advertising & Marketing	\$6,000.00	\$6,300.00	\$6,615.00		
<b>Direct costs subtotal</b>	<b>\$123,000.00</b>	<b>\$129,150.00</b>	<b>\$135,606.00</b>	<b>\$387,756.00</b>	
<b>Teiger request (70% of grant)</b>				<b>\$105,000.00</b>	
<b>Overhead and/or indirect costs</b>					
Salaries (25% Executive Director, 75% Curator, 25% Deputy Director, 50% Programs Manager)	\$121,250.00	\$124,887.50	\$128,634.13		
Fringe Benefits	\$24,250.00	\$24,977.50	\$25,726.83		
Utilities, property insurance, and maintenance expenses	\$43,050.00	\$43,725.00	\$45,525.00		
<b>Overhead and/or indirect costs subtotal</b>	<b>\$188,550.00</b>	<b>\$193,590.00</b>	<b>\$199,885.95</b>	<b>\$582,025.95</b>	
<b>Teiger request (Up to 30% of grant can fund overhead and/or indirect costs costs)</b>				<b>\$45,000.00</b>	
<b>Subtotal (direct + overhead and/or indirect costs)</b>	<b>\$311,550.00</b>	<b>\$322,740.00</b>	<b>\$335,491.95</b>	<b>\$969,781.95</b>	
<b>Contingency (calculated at 10%)</b>	<b>\$31,155.00</b>	<b>\$32,274.00</b>	<b>\$33,549.20</b>	<b>\$96,978.20</b>	
<b>Total expenses</b>	<b>\$342,705.00</b>	<b>\$355,014.00</b>	<b>\$369,041.15</b>	<b>\$1,066,760.15</b>	
<b>Revenue</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>	<b>Notes</b>
Teiger Foundation	\$50,000.00	\$50,000.00	\$50,000.00	\$150,000.00	Requested
Government - NEA	\$20,000.00	\$20,000.00	\$20,000.00	\$60,000.00	Confirmed
Government - City	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00	Confirmed
Private foundation	\$50,000.00	\$50,000.00	\$0.00	\$100,000.00	Confirmed Multi-Year Support for Two Years
Private foundation	\$140,000.00	\$150,000.00	\$200,000.00	\$490,000.00	Confirmed for year 1, pending for subsequent years
Individual donor support/fundraiser	\$55,000.00	\$57,750.00	\$60,637.50	\$173,387.50	Confirmed
Earned income from space rental	\$25,000.00	\$26,250.00	\$27,562.50	\$78,812.50	Pending
<b>Total revenue</b>	<b>\$355,000.00</b>	<b>\$369,000.00</b>	<b>\$373,200.00</b>	<b>\$1,097,200.00</b>	
<b>Surplus/deficit</b>	<b>\$12,295.00</b>	<b>\$13,986.00</b>	<b>\$4,158.85</b>	<b>\$30,439.86</b>	
Small organizations have multiple options for presenting their budgets in the three years of programming category. This sample budget outlines anticipated expenses for a three-year period.					

<b>THREE YEARS OF PROGRAMMING: One Year</b>		
<b>Year 1 Expenses</b>		
<b>Direct costs</b>		
<b>Exhibition #1</b>		<b>Notes</b>
Artist fee	\$4,000.00	Standard per W.A.G.E. guidelines for institutions with a TAOE of \$2 million
Community artist commission: screenprinting & print supports	\$10,000.00	
Community commission	\$7,000.00	
Exhibition publication: contributing writers fees & editorial labor	\$10,000.00	
Artist performance fees	\$3,000.00	
<b>Total Exhibition #1</b>	<b>\$34,000.00</b>	
<b>Exhibition #2</b>		
Artist fee	\$4,000.00	
Commission: materials and production	\$15,000.00	
Exhibition publication: contributing writers fees & editorial labor	\$15,000.00	
<b>Total Exhibition #2</b>	<b>\$34,000.00</b>	
<b>Exhibition #3</b>		
Estate support	\$5,000.00	
Artwork: light restoration, conservation, framing	\$10,000.00	
Packing & shipping	\$8,000.00	
Registrarial/Preparation Fees	\$5,000.00	
Installation labor & supplies	\$15,000.00	
<b>Total Exhibition #3</b>	<b>\$43,000.00</b>	
<b>Exhibition #4</b>		
Artist Fee	\$4,000.00	
Exhibition publication: contributing writers fees & editorial services	\$2,000.00	
Installation labor & supplies	\$15,000.00	
<b>Total Exhibition #4</b>	<b>\$21,000.00</b>	
<b>Direct cost subtotal</b>	<b>\$132,000.00</b>	
<b>Overhead and/or indirect costs</b>		
		<b>Notes</b>
General overhead	\$376,440.00	Salaries (25% Executive Director; 75% Curator, 25% Deputy Director, 50% Programs Manager); percentage of fringe benefits, utilities, property insurance, and maintenance expenses
<b>Overhead and/or indirect costs subtotal</b>	<b>\$376,440.00</b>	
<b>Teiger request (Up to 30% of grant can fund overhead and/or indirect costs costs)</b>	<b>\$45,000.00</b>	
<b>Subtotal (direct + overhead and/or indirect costs)</b>	<b>\$508,440.00</b>	
Contingency Calculated at 10%	<b>\$50,844.00</b>	
<b>Total expenses</b>	<b>\$559,284.00</b>	
<b>Year 1 Revenue</b>		
<b>Source</b>	<b>Amount</b>	<b>Notes</b>
Teiger Foundation	\$50,000.00	Requested, year 1 of three year support
Government - NEA	\$25,000.00	Confirmed
Government - City and State	\$30,000.00	Confirmed

<b>THREE YEARS OF PROGRAMMING: One Year</b>		
Foundation A	\$75,000.00	Confirmed
Foundation B	\$50,000.00	Confirmed
Foundation C	\$30,000.00	Pending
Individual donor support	\$25,000.00	Confirmed
Partnering institution contribution	\$20,000.00	Confirmed
Annual fundraiser	\$15,000.00	25% of annual fundraiser income
Earned income from space rental	\$24,000.00	Pending
<b>Total revenue</b>	<b>\$344,000.00</b>	
<b>Surplus/deficit</b>	<b>-\$215,284.00</b>	
<p>Small organizations have multiple options for presenting their budgets in the three years of programming category. This sample budget represents a three-year program by detailing expenses for each exhibition over a one-year period, noting the specific parts that Teiger Foundation will fund.</p>		

<b>Operating budget: Small organization under \$3.5 million</b>			
<b>Programming expenses</b>			
Commissions	\$517,782.00	\$550,000.00	\$575,000.00
Events	\$156,000.00	\$170,000.00	\$185,000.00
Publications	\$122,000.00	\$122,000.00	\$122,000.00
Virtual programs	\$20,000.00	\$40,000.00	\$50,000.00
Exhibitions	\$26,500.00	\$30,000.00	\$35,000.00
Archive	\$60,000.00	\$0.00	\$0.00
Marketing	\$107,080.00	\$77,200.00	\$107,080.00
<b>Total programming</b>	<b>\$1,009,362.00</b>	<b>\$989,200.00</b>	<b>\$1,074,080.00</b>
<b>Personnel expenses</b>			
Full-time salaries	\$737,924.00	\$760,062.00	\$782,864.00
Hourly wages	\$35,000.00	\$35,000.00	\$35,000.00
Payroll taxes & fringe benefits	\$162,588.00	\$167,214.00	\$172,230.00
<b>Total personnel</b>	<b>\$935,512.00</b>	<b>\$962,275.00</b>	<b>\$990,094.00</b>
<b>Operating expenses</b>			
Development: general	\$35,036.00	\$37,839.00	\$40,866.00
Development: gala & special event expenses	\$140,000.00	\$147,000.00	\$154,350.00
Administration	\$194,960.00	\$200,809.00	\$206,833.00
Facilities	\$199,626.00	\$205,615.00	\$211,783.00
<b>Total operating</b>	<b>\$569,622.00</b>	<b>\$591,262.00</b>	<b>\$613,832.00</b>
<b>TOTAL EXPENSES</b>	<b>\$2,514,496.00</b>	<b>\$2,542,738.00</b>	<b>\$2,678,006.00</b>
<b>Contributed Income</b>			
	<b>PAST FY</b>	<b>CURRENT FY</b>	<b>FUTURE FY</b>
Federal government	\$40,000.00	\$40,000.00	\$40,000.00
State government	\$80,000.00	\$80,000.00	\$80,000.00
Local government	\$149,700.00	\$149,700.00	\$149,700.00
Foundations	\$1,029,000.00	\$1,141,000.00	\$1,261,000.00
Corporations	\$30,000.00	\$50,000.00	\$70,000.00
Individuals	\$190,000.00	\$210,000.00	\$230,000.00
Board of director dues	\$100,000.00	\$115,000.00	\$115,000.00
Gala (including auction)	\$350,000.00	\$400,000.00	\$425,000.00
In-kind	\$0.00	\$0.00	\$0.00
Funds released from restrictions	\$110,000.00	\$50,000.00	\$0.00
<b>Total Contributed</b>	<b>\$2,078,700.00</b>	<b>\$2,235,700.00</b>	<b>\$2,370,700.00</b>
<b>Earned Income</b>			
Box office / co production fees	\$70,000.00	\$70,000.00	\$70,000.00
Space rental / equipment rental	\$20,000.00	\$20,000.00	\$20,000.00
Art auction	\$350,000.00	\$250,000.00	\$250,000.00
Merchandise/sponsorship/product fees	\$1,000.00	\$2,000.00	\$2,000.00
Publication sales	\$0.00	\$0.00	\$0.00
<b>Total Earned</b>	<b>\$441,000.00</b>	<b>\$352,000.00</b>	<b>\$352,000.00</b>

<b>Operating budget: Small organization under \$3.5 million</b>			
<b>TOTAL INCOME</b>	<b>\$2,519,700.00</b>	<b>\$2,587,700.00</b>	<b>\$2,722,700.00</b>
<b>Income/Loss</b>	<b>\$5,204.00</b>	<b>\$44,962.00</b>	<b>\$44,694.00</b>
<p>Budget note for Teiger Foundation: Two significant funding partners are concluding their support in 2024 – Foundation A (\$100,000), which is ending its specific regional program, and Foundation B (\$250,000), which mandates at least a one-year hiatus. We anticipate that Foundation B will resume its support in FY25, albeit at a reduced annual rate. We're actively engaging with our current funding partners to increase support and are in the process of identifying new potential funders to cover expenses in FY24 and FY25.</p>			
<p>We recognize that each small organization operates differently, and that your operating budget may differ significantly from this sample. Note that applicants should submit operating budgets for the past, current, and upcoming fiscal years. Please refrain from submitting profit/loss statements or balance sheets. You are also welcome to include budget notes, similar to the example provided above, to offer further insight into your past and projected finances.</p>			

<b>Operating budget: university gallery or museum</b>			
<b>EXPENSES</b>	<b>PAST FY</b>	<b>CURRENT FY</b>	<b>FUTURE FY</b>
<b>Programming</b>			
Exhibitions	\$445,000.00	\$440,000.00	\$550,000.00
Traveling Exhibitions	\$40,000.00	\$51,000.00	\$51,000.00
Marketing and Public Relations	\$150,000.00	\$120,000.00	\$12,000.00
Engagement Programs	\$60,000.00	\$72,000.00	\$75,000.00
Security	\$45,000.00	\$50,000.00	\$50,000.00
<b>Programming Expense Subtotal</b>	<b>\$740,000.00</b>	<b>\$733,000.00</b>	<b>\$738,000.00</b>
<b>Administrative</b>			
Personnel Costs (including fringe)	\$1,895,124.00	\$1,989,880.00	\$2,089,374.00
Building & Maintenance	\$1,024,000.00	\$1,010,000.00	\$1,010,000.00
Bldg Improvements/COVID-related	\$195,000.00	\$22,000.00	\$77,000.00
Administrative (travel, phone, postage, supplies)	\$189,000.00	\$190,000.00	\$210,000.00
Funds available for Strategic Initiatives/Strategic Vision Plan	\$60,000.00	\$60,000.00	\$60,000.00
Development and Annual Benefit Costs	\$95,000.00	\$113,500.00	\$113,500.00
<b>Administrative Expense Subtotal</b>	<b>\$3,458,124.00</b>	<b>\$3,385,380.00</b>	<b>\$3,559,874.00</b>
<b>TOTAL EXPENSE:</b>	<b>\$4,198,124.00</b>	<b>\$4,118,380.00</b>	<b>\$4,297,874.00</b>
<b>REVENUE</b>	<b>PAST FY</b>	<b>CURRENT FY</b>	<b>FUTURE FY</b>
Publications Sales	\$23,000.00	\$30,000.00	\$30,000.00
Editions/Merchandise Sales/Prints	\$3,000.00	\$5,000.00	\$5,000.00
Space Rentals from Outside Organizations	\$4,000.00	\$6,000.00	\$6,000.00
Travel Fees (Touring Exhibition Fees)	\$45,000.00	\$30,000.00	\$35,000.00
<b>Earned Income Subtotal</b>	<b>\$75,000.00</b>	<b>\$71,000.00</b>	<b>\$76,000.00</b>
<b>Contributed Income</b>			
Individual Contributions	\$75,000.00	\$100,000.00	\$125,000.00
Membership	\$1,730.00	\$2,000.00	\$2,000.00
Annual Benefit	\$200,000.00	\$250,000.00	\$250,000.00
Corporate	\$150,000.00	\$150,000.00	\$200,000.00
Grants: Foundations * Restricted & Unrestricted	\$451,807.00	\$177,500.00	\$234,319.00
Grants: State/Government * Restricted & Unrestricted	\$13,000.00	\$23,000.00	\$23,000.00
<b>Contributed Gift Subtotal</b>	<b>\$891,537.00</b>	<b>\$702,500.00</b>	<b>\$834,319.00</b>
Interest Income - General Endowment	\$1,856,650.00	\$2,024,000.00	\$2,024,000.00
<b>Endowment Subtotal</b>	<b>\$1,856,650.00</b>	<b>\$2,024,000.00</b>	<b>\$2,024,000.00</b>
University Contributed Income	\$261,000.00	\$276,000.00	\$276,000.00
University Building & Maintenance	\$996,000.00	\$983,000.00	\$983,000.00
Other University Contributions - Transfers In/Out	\$110,752.00	\$78,000.00	\$78,000.00
<b>Contributed University Subtotal</b>	<b>\$1,367,752.00</b>	<b>\$1,337,000.00</b>	<b>\$1,337,000.00</b>
<b>TOTAL REVENUE :</b>	<b>\$4,190,939.00</b>	<b>\$4,134,500.00</b>	<b>\$4,271,319.00</b>
<b>Surplus/deficit</b>	<b>-\$7,185.00</b>	<b>\$16,120.00</b>	
We recognize that each university gallery or museum operates differently, and that your operating budget may differ significantly from this sample. Note that applicants should submit the operating budget for their gallery or museum only, not one for their entire university.			