

2024 Call for Proposals

Sample budgets for single projects

Teiger Foundation aims to provide guidance on your existing project budgets rather than requiring you to create new ones. Choose the budget type most relevant to your program. Note that up to 30% of the single project grant can be allocated to institutional overhead 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.

SINGLE PROJECT: Co-originating project by two or more institutions					
Expenses					
Category	Item	Lead institution local costs	Partner institution local costs	Shared costs	Total project budget
Curatorial	Symposia	\$50,000.00			\$50,000.00
	Research fellow			\$60,000.00	\$60,000.00
	In-gallery engagement spaces	\$15,000.00			\$15,000.00
	Artist research for 12 artists			\$300,000.00	\$300,000.00
Art Production and Fabrication				\$375,000.00	\$375,000.00
Conservation				\$20,000.00	\$20,000.00
Registration	Crating/packing			\$40,000.00	\$40,000.00
	Circulation freight			\$50,000.00	\$50,000.00
	Insurance/ indemnity expenses			\$12,500.00	\$12,500.00
Programming	Interpretation consultant			\$40,000.00	\$40,000.00
	Free admission	\$75,000.00			\$75,000.00
	Artist talk series	\$15,000.00			\$15,000.00
	Community engagement gatherings	\$10,000.00			\$10,000.00
	Digital portal/website			\$100,000.00	\$100,000.00
	Performances	\$50,000.00			\$50,000.00
Installation	Graphics	\$7,500.00	\$7,500.00		\$15,000.00
	Sitework, casework, lighting	\$50,000.00	\$50,000.00		\$100,000.00
	Paint	\$10,000.00	\$10,000.00		\$20,000.00
	Tech equipment			\$10,000.00	\$10,000.00
	Exhibition design	\$25,000.00			\$25,000.00
Creative services	Brochure/printing	\$10,000.00	\$10,000.00		\$20,000.00
	Catalogue			\$125,000.00	\$125,000.00
	Graphic identity			\$20,000.00	\$20,000.00
Marketing	Advertising & marketing	\$50,000.00	\$30,000.00		\$80,000.00
	PR	\$20,000.00	\$5,000.00		\$25,000.00
	Photography			\$15,000.00	\$15,000.00
Travel		\$14,000.00			\$14,000.00
Project management				\$60,000.00	\$60,000.00
Events		\$75,000.00			\$75,000.00
Supplies		\$30,000.00			\$30,000.00
Advancement		\$15,000.00	\$15,000.00		\$30,000.00
Total expenses		\$521,500.00	\$127,500.00	\$1,227,500.00	\$1,876,500.00
Revenue					
Source	Status				Amount
Teiger Foundation	Requested				\$150,000.00
Exhibition Fund	Committed				\$50,000.00
Foundation A	Committed				\$775,000.00
Foundation B	Pending				\$175,000.00
Individual Contributions	Committed				\$150,000.00
Federal, state government	Pending				\$60,000.00
Corporate	Committed				\$500,000.00
Total revenue					\$1,860,000.00
Surplus/deficit					-\$16,500.00
This sample budget is designed for two curators working at two separate institutions applying for a single project grant to fund a co-originated group exhibition featuring 12 artists, each with a new commission.					

SINGLE PROJECT: Group Exhibition		
Expenses		
Direct costs		
Programming		
Artist fees	\$30,000.00	16 artists at \$1875 each, standard for group exhibition with 6+ artists per W.A.G.E. guidelines for an institution with a TAOE of \$28 million
Research/administrative	\$65,000.00	Curatorial/research travel; honoraria for creative team members; creative team members' travel
Publications	\$35,000.00	Exhibition pamphlet; other print materials. Includes W.A.G.E. standard compensation for contributors
Graphic design	\$10,000.00	Creation of graphic identity for exhibition and marketing
Multimedia	\$55,000.00	Production for video content for website/galleries; podcast production (approx. 6 episodes)
Registration	\$55,000.00	Crating, packing, and shipping of artwork from/to multiple locations
Conservation	\$10,000.00	Conservation of artwork(s), materials and supplies
Environmental allowance	\$10,000.00	Costs related to responsible end-of-life handling for all exhibition materials
Installation	\$75,000.00	All installation components for the exhibition and commission, including labor, materials/supplies, painting, exhibition furniture, and matting/framing
Education and public programs	\$50,000.00	All costs related to public programming (e.g. artmaking, drop-in gallery activities, film screenings, performances, talks, tours, and workshops) and programs/resources for K-12 and university audiences, including toolkits and summer camps/classes. Includes W.A.G.E. standard compensation for contributors
Public relations and advertising	\$25,000.00	Regional, national, international marketing and PR
Exhibition opening	\$10,000.00	Food, drink & staffing
Security	\$20,000.00	Two personnel for exhibition run
Total direct costs	\$420,000.00	
Teiger request (70% of grant)	\$105,000.00	
Overhead and/or indirect costs		
Other administrative and staffing costs		
General overhead	\$90,000.00	Includes staff salaries, office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
Contingency	\$21,000.00	Calculated at 5%
Subtotal (direct + overhead and/or indirect costs)	\$111,000.00	
Teiger request (Up to 30% of grant can go to overhead and/or indirect costs costs)	\$45,000.00	
Total expenses	\$531,000.00	
Revenue		
Source	Amount	Status
Teiger Foundation	\$150,000.00	Requested
Foundation A	\$200,000.00	Committed
Foundation B	\$20,000.00	Committed
Foundation C	\$50,000.00	Committed
Individual giving	\$75,000.00	Confirmed
Corporate	\$30,000.00	Confirmed
Government	\$10,000.00	Pending
Total revenue	\$535,000.00	
Surplus/deficit	\$4,000.00	
This sample budget is designed for a curator applying for a single project grant to fund a large group exhibition with 16 artists, including several new commissions. While this budget represents a single institution, applicants have the option to partner with other institutions (for example, on co-commissions) and submit a joint application for funding within the single project category.		

SINGLE PROJECT: Co-commission of new work with shared and individual costs

Expenses	Lead applicant organization	Partner organization	Total	Notes
Direct costs				
Honoraria and fees				
Artist	\$4,000.00	\$4,000.00		Standard for solo artist per W.A.G.E. guidelines for institutions with a TAOE of \$2 million
Studio	\$10,000.00	\$10,000.00		Materials and labor, including contract support for project development & production
Subtotal			\$28,000.00	
Travel and lodging				
Artist	\$6,000.00	\$6,000.00		Assumes international airfare, ground transportation, lodging, and per diem for one 4-day site visit and an 18-day production and installation period
Artist assistants	\$7,500.00	\$7,500.00		Assumes international airfare, ground transportation, lodging, and per diem for one 4-day site visit and an 18-day production and installation period for two assistants
Visa and other travel costs	\$3,000.00	\$3,000.00		
Subtotal			\$33,000.00	
Production and registration				
Fabrication	\$15,000.00	\$15,000.00		
Graphics & didactics	\$3,000.00	\$2,500.00		Design and printing of wall text and labels
Installation materials	\$15,000.00	\$10,000.00		General installation materials including paint, signage materials, hardware, etc.
Crating and packing	\$15,000.00	\$15,000.00		New crating for return shipping
Shipping	\$12,500.00	\$12,500.00		Consolidated international shipping
Installation/de-installation labor	\$40,000.00	\$25,000.00		10 people for 8 days of installation and deinstallation
Environmental allowance	\$3,000.00	\$2,500.00		Costs for responsible end-of-life handling for all exhibition materials
Subtotal			\$186,000.00	
Documentation, marketing and communication				
Installation photography	\$3,000.00	\$1,500.00		Documentation of exhibition for website, marketing, social media, and archive
Advertising	\$2,500.00	\$1,500.00		Print and radio campaigns
Printed materials	\$1,500.00	\$2,500.00		Printing and material
Subtotal			\$12,500.00	
Other				
Exhibition opening	\$5,000.00	\$3,000.00		Food, drink & staffing
Security	\$20,000.00	\$15,000.00		Additional personnel for exhibition run
Subtotal			\$43,000.00	
Total direct costs			\$302,500.00	
Overhead and/or indirect costs				
General overhead	\$65,000.00	\$45,000.00	\$110,000.00	Includes staff salaries, office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
Contingency			\$15,125.00	Calculated at 5%
Subtotal (direct + overhead and/or indirect costs)			\$125,125.00	
Total expenses			\$427,625.00	
Revenue				
Source	Amount	Status		
Teiger Foundation	\$50,000.00	\$100,000.00		
Corporate	\$35,000.00	\$20,000.00		
Individual contributions	\$35,000.00	\$25,000.00		
Foundation A	\$25,000.00	\$0.00		
Foundation B	\$0.00	\$20,000.00		
Annual benefit	\$30,000.00	\$25,000.00		Percentage of annual benefit income
Space rental	\$15,000.00	\$45,000.00		Percentage of annual space rental income
Total revenue	\$190,000.00	\$235,000.00	\$425,000.00	
Surplus/deficit			-\$2,625.00	
This sample budget is designed for two curators from distinct institutions seeking funding for a solo exhibition with a major commission that will be presented at both venues.				

SINGLE PROJECT: Solo Exhibition with Tour		
Expenses		
Direct costs		
Exhibition and program honoraria		
Artist	\$10,000.00	Standard for solo artist per W.A.G.E. guidelines for an institution with a TAOE of \$5 million
Program participants	\$5,000.00	8 participants with honoraria of \$625 each
Community partners	\$4,000.00	2 partners with engagement fees of \$2,000 each
Curatorial fellows	\$7,500.00	Stipend for one 3-month fellow for production and program assistance
Subtotal	\$26,500.00	
Production and registration		
A/V equipment	\$9,000.00	Projectors and players for media works
Display furniture fabrication	\$7,500.00	Custom pedestals and vitrines
Graphics & didactics	\$4,000.00	Design and printing of wall text and labels
Conservation	\$25,000.00	Includes fees for contract conservator labor, plus costs for materials
Installation/de-installation labor	\$35,000.00	7 people for 10 days of installation and deinstallation
Installation materials	\$10,000.00	General installation materials including paint, signage materials, hardware, etc.
Crating and packing	\$30,000.00	New crating for domestic & international touring venues
Crate storage	\$10,000.00	To accommodate schedules for touring partners
Shipping	\$50,000.00	Roundtrip shipping
Loan costs	\$2,000.00	Fees and miscellaneous material costs
Environmental allowance	\$3,000.00	Costs for planning and executing responsible end-of-life handling for all exhibition materials
Subtotal	\$65,000.00	
Travel		
Artist	\$7,000.00	Domestic airfare, ground transportation, lodging, and per diem for one 3-day site visit and a 10-day installation period
Program participants	\$6,000.00	Domestic airfare, ground transportation, lodging, and per diem for 4 program participants for 2 days
Exhibition staff	\$8,000.00	Domestic airfare, ground transportation, lodging, and per diem for two studio visit trips for curator (2 days each) and one studio visit for registrar (3 days)
Subtotal	\$21,000.00	
Fees for documentation and publication		
Installation photography	\$3,000.00	Documentation of exhibition for publication, website, social media, and archive
Object photography and archival scanning	\$6,000.00	Photography and scanning of archival material, artworks, and ephemera for publication
Catalogue essays	\$5,000.00	2 at \$2,500 each
Image permissions	\$1,500.00	Rights to publish images included in essays
Book design	\$15,000.00	
Editing	\$4,000.00	Copy-editing and proofreading
Printing	\$20,000.00	Printing and proofing of book (\$10K covered by partner venues)
Subtotal	\$54,500.00	
Marketing and communication		
Advertising	\$8,000.00	Print and radio campaigns
Wall text	\$4,000.00	Printing and material
Printed materials	\$3,000.00	Printing and material
Subtotal	\$15,000.00	
Direct costs subtotal	\$182,000.00	
Teiger request (70% of grant)	\$105,000.00	

SINGLE PROJECT: Solo Exhibition with Tour		
Overhead and/or indirect costs		
Other administration and staffing costs		
		Includes staff salaries, office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
General overhead	\$95,000.00	
Exhibition opening	\$3,000.00	Food, drink & staffing
Event staff	\$500.00	2 support staff for 2 public programs
Security	\$20,000.00	For exhibition run, plus additional security for public programs
Contingency	\$10,000.00	
Subtotal (direct + overhead and/or indirect costs)	\$128,500.00	
Teiger Request (up to 30% of grant can fund overhead and/or indirect costs costs)	\$45,000.00	
Total expenses	\$310,500.00	
Revenue		
Source	Amount	Status
Teiger Foundation	\$150,000.00	Request
Foundation A	\$30,000.00	Confirmed
Foundation B	\$20,000.00	Confirmed
Individual contributions	\$15,000.00	Confirmed
Venue A	\$25,000.00	Confirmed
Venue B	\$25,000.00	Pending
Venue C	\$25,000.00	Pending
Projected publication sales	\$5,000.00	Pending
Annual benefit	\$15,000.00	15% of annual benefit income
Total revenue	\$310,000.00	
Surplus/deficit	-\$500.00	
This sample budget is designed for a curator applying for a single project grant to fund a retrospective exhibition which will then tour.		