

2024 Call for Proposals **Sample budgets for hosting**

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 the hosting 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.

HOSTING		
Expenses		
Direct costs		
Exhibition and programming		
Artist's fee	\$3,000.00	Standard for solo exhibition per W.A.G.E. guidelines for an institution with a TAOE of \$1.5 million
Exhibition touring fee	\$35,000.00	
Shipping and crating	\$50,000.00	
Installation/deinstallation labor	\$32,000.00	5 contracted art handlers at \$40/hour for 160 hours
Installation construction	\$18,000.00	Wall and display construction, supplies (paint, hardware, plywood, cables, mounts)
Environmental allowance	\$3,000.00	Costs related to responsible end-of-life handling for all exhibition materials
Design and printing	\$2,500.00	
Equipment	\$1,500.00	
Hospitality and exhibition opening	\$5,000.00	
Insurance	\$3,000.00	
Documentation	\$3,000.00	
Communications and marketing	\$8,000.00	
Accessibility	\$4,000.00	ASL tour, interpreters at public programs, captioning for video works
Interpretative material	\$1,500.00	
Public programs	\$9,000.00	Artist talk, school programs, digital program
Free admission	\$15,000.00	
Subtotal	\$193,500.00	
Travel		
Artist	\$2,240.00	Flight, lodging, per diem, ground transportation for 6 nights
Originating curator	\$1,370.00	Flight, lodging, per diem, ground transportation for 3 nights
Originating registrar	\$2,530.00	Flight, lodging, per diem, ground transportation for 7 nights
Subtotal	\$6,140.00	
Direct costs subtotal	\$199,640.00	
Teiger request (70% of grant)	\$56,250.00	
Overhead and/or indirect costs		
Salaries and benefits		
Senior Curator	\$4,250.00	represents 5% spent on project
Assistant Curator	\$14,750.00	represents 25% spent on project
Registrar	\$10,800.00	represents 20% spent on project
Director of Learning and Engagement	\$4,500.00	represents 5% spent on project
Teen and Adult Programs Manager	\$5,300.00	represents 10% spent on project
5 Visitor Service Associates	\$20,000.00	represents 20% spent on project
Fringe benefits (FT health insurance and payroll t	\$8,576.00	represents 15% spent on project
General overhead	\$15,000.00	Office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
Subtotal (direct + overhead and/or indirect costs)	\$83,176.00	
Teiger request (Up to 30% of grant can go to overhead costs)	\$18,750.00	
Total expenses	\$282,816.00	
Revenue		

HOSTING		
Source	Amount	Status
Teiger Foundation	\$75,000.00	Requested
Foundation A	\$15,000.00	Committed
Foundation B	\$50,000.00	Committed
Foundation C	\$20,000.00	Pending
Exhibition fund	\$10,000.00	Committed
Local and national government	\$25,000.00	Committed
Corporate	\$50,000.00	Pending
Contributions from Board of Directors	\$30,000.00	Committed
Total revenue	\$275,000.00	
Surplus/Deficit	-\$7,816.00	
This sample budget is designed for an applicant in the hosting category seeking funding to present a pre-existing exhibition.		