

2025 Call for Proposals **Sample budgets for hosting**

Teiger Foundation aims to offer guidance on your existing project budgets, rather than requiring the creation of new ones. Choose the budget type that best aligns with your program's financial needs—these examples are meant to give you an idea of what information to include, but they are not exhaustive.

These sample budgets are based on actual applicant submissions, which is why you may notice varying emphases on program elements, as well as differences in terminology 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.		

Operating budget: Small organization under \$3.5 million

Programming expenses			
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
Total programming	\$1,009,362.00	\$989,200.00	\$1,074,080.00
Personnel expenses			
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
Total personnel	\$935,512.00	\$962,275.00	\$990,094.00
Operating expenses			
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
Total operating	\$569,622.00	\$591,262.00	\$613,832.00
TOTAL EXPENSES	\$2,514,496.00	\$2,542,738.00	\$2,678,006.00
Contributed Income			
	PAST FY	CURRENT FY	FUTURE FY
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
Total Contributed	\$2,078,700.00	\$2,235,700.00	\$2,370,700.00
Earned Income			
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
Total Earned	\$441,000.00	\$352,000.00	\$352,000.00

Operating budget: Small organization under \$3.5 million

TOTAL INCOME	\$2,519,700.00	\$2,587,700.00	\$2,722,700.00
Income/Loss	\$5,204.00	\$44,962.00	\$44,694.00

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.

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.

Operating budget: university gallery or museum			
EXPENSES	PAST FY	CURRENT FY	FUTURE FY
Programming			
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
Programming Expense Subtotal	\$740,000.00	\$733,000.00	\$738,000.00
Administrative			
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
Administrative Expense Subtotal	\$3,458,124.00	\$3,385,380.00	\$3,559,874.00
TOTAL EXPENSE:	\$4,198,124.00	\$4,118,380.00	\$4,297,874.00
REVENUE			
PAST FY	CURRENT FY	FUTURE FY	
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
Earned Income Subtotal	\$75,000.00	\$71,000.00	\$76,000.00
Contributed Income			
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
Contributed Gift Subtotal	\$891,537.00	\$702,500.00	\$834,319.00
Interest Income - General Endowment	\$1,856,650.00	\$2,024,000.00	\$2,024,000.00
Endowment Subtotal	\$1,856,650.00	\$2,024,000.00	\$2,024,000.00
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
Contributed University Subtotal	\$1,367,752.00	\$1,337,000.00	\$1,337,000.00
TOTAL REVENUE :	\$4,190,939.00	\$4,134,500.00	\$4,271,319.00
Surplus/deficit	-\$7,185.00	\$16,120.00	

Operating budget: university gallery or museum

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.			