Teiger Foundation

2027 Call for Proposals Single Project Sample Budgets

These sample budgets show how a single project budget may be structured. They are examples, not templates, and do not cover every eligible expense. Use the format that fits your project and organization. You do not need to match these examples.

Budget requirements

Project budget

Submit a project budget showing **pending and confirmed income and expenses**. In the income section, identify other sources of support, the amount associated with each source, and whether the funding is confirmed or pending.

Grant amounts are based on total project expenses:

- $100,000–$149,999: $50,000 request
- $150,000–$299,999: $75,000 request
- $300,000–$499,999: $150,000 request
- $500,000 or more: $250,000 request

A Teiger Foundation grant may cover **no more than 50% of total project expenses**, and up to **30% of the grant award** may support indirect or overhead costs.

Organization budget

Submit your organization's operating budgets for the **past and current fiscal years**. A future fiscal-year budget is optional. For projects involving multiple institutions, submit the organizational budget of the **lead applicant only**.

University-affiliated applicants: Submit the operating budget for the gallery, museum, art center, or other unit applying for the grant, **not the operating budget of the university or college as a whole.**

Examples in this packet

- Solo Exhibition + New Commission $50,000 request
- Two-Venue Co-commission $75,000 request
- Solo Survey + Tour $150,000 request
- Solo/Survey Exhibition $250,000 request
- Group Exhibition $250,000 request
- Co-commission $250,000 request
- Co-originating Institutions $250,000 request
- Operating Budget University Gallery or Museum
- Operating Budget Small Organization

SINGLE PROJECT		
Organization budget size	$800,000	
Organization type	Small independent contemporary art center	
Total project budget	$112,125	
Teiger request	$50,000	
Project description	First institutional solo exhibition of an under-recognized mid-career artist, built around one new commission with public programs.	
Expenses		
Direct costs		
Personnel, honoraria, and support		
Curator	$12,000	Portion of curator time on the project
Artist	$8,000	Solo artist fee per W.A.G.E. guidelines
Program facilitators	$3,000	Honoraria for workshop and reading-group leaders
Subtotal	**$23,000**	
Commission and production		
New commission production	$30,000	Materials, fabrication, and artist support for one new work
Installation labor and materials	$14,000	Install/deinstall labor and supplies
A/V equipment	$4,000	Media playback for time-based work
Documentation	$2,500	Installation photography and video
Subtotal	**$50,500**	
Publication and accessibility		
Publication	$6,000	Risograph/newsprint catalogue including contributor fees
Accessibility	$4,000	ASL interpretation, audio description, captioning
Subtotal	**$10,000**	
Public programs and travel		
Public programs	$5,000	Artist talk, reading group, and community workshops
Artist travel	$4,000	Airfare, lodging, per diem, ground transportation
Subtotal	**$9,000**	
Direct costs subtotal	**$92,500**	
Example allocation of grant - direct costs	**$40,000**	
Indirect costs		
General overhead	$15,000	Portion of admin staff, facilities, insurance
Indirect costs subtotal	**$15,000**	
Example allocation of grant - indirect costs (up to 30%)	**$10,000**	
Contingency	$4,625	Calculated at 5% of direct costs
Total expenses	**$112,125**	
Revenue		
Source	**Amount**	**Status**
Teiger Foundation	$50,000	Requested
Foundation A	$25,000	Confirmed
Individual contributions	$15,000	Confirmed
Local government	$12,000	Pending
Earned income	$5,125	Pending
Board of directors	$5,000	Confirmed
Total revenue	**$112,125**	
Surplus/deficit	**$0**	
This sample budget is designed for a small nonprofit or artist-run space applying for a single project grant to fund the first institutional solo exhibition of an under-recognized mid-career artist, built around one new commission with public programs, a small publication, and accessibility provisions.		

SINGLE PROJECT				
Organization budget size	Approximately $2,000,000 (each partner)			
Organization type	Two small/mid-sized independent art centers or university galleries			
Total project budget	$159,025			
Teiger request	$75,000			
Project description	Co-commission of a new installation by a single artist, presented sequentially at two mid-size venues, with shared production and one round of shipping.			
Expenses	**Lead applicant organization**	**Partner organization**	**Total**	**Notes**
Direct costs				
Personnel				
Curator (lead)	$10,000		$10,000	Portion of lead curator time
Curator (partner)		$8,000	$8,000	Portion of partner curator time
Project manager	$6,000	$5,000	$11,000	
Subtotal			**$29,000**	
Honoraria and production				
Artist fee	$4,000	$4,000	$8,000	Per W.A.G.E. guidelines
Commission production and materials	$20,000	$15,000	$35,000	
Subtotal			**$43,000**	
Travel				
Artist travel	$5,000	$5,000	$10,000	Airfare, ground, lodging, per diem for site visit and install
Subtotal			**$10,000**	
Registration and installation				
Crating and shipping between venues	$8,000	$8,000	$16,000	
Installation labor and materials	$12,000	$10,000	$22,000	
Subtotal			**$38,000**	
Documentation and marketing				
Documentation	$2,000	$1,500	$3,500	
Marketing	$4,000	$3,000	$7,000	
Subtotal			**$10,500**	
Total direct costs			**$130,500**	
Indirect costs				
General overhead	$12,000	$10,000	$22,000	Shared organizational costs not assignable to the project
Subtotal (indirect)			**$22,000**	
Contingency			**$6,525**	Calculated at 5% of direct costs
Total expenses			**$159,025**	
Revenue				
Source	**Amount (lead)**	**Amount (partner)**	**Total**	**Status**
Teiger Foundation	$40,000	$35,000	$75,000	Requested
Foundation A	$20,000	$20,000	$40,000	Confirmed
Individual contributions	$15,000	$14,025	$29,025	Confirmed
Earned income	$5,000		$5,000	Pending
Corporate		$10,000	$10,000	Confirmed
Total revenue	**$80,000**	**$79,025**	**$159,025**	
Surplus/deficit			**$0**	
This sample budget is designed for two mid-size organizations co-commissioning a new work presented at both venues. It shows each organization's costs and the proposed split of the Teiger request across the two institutions.				

SINGLE PROJECT		
Organization budget size	$6,000,000	
Organization type	Regional contemporary art museum originating a touring survey	
Total project budget	$484,550	
Teiger request	$150,000	
Project description	Mid-career survey originating at one museum and touring to three partner venues.	
Expenses		
Direct costs		
Personnel, honoraria, and support		
Curator	$20,000	Portion of curator salary attributable to project development and implementation.
Exhibition manager	$15,000	Part-time support for planning and coordination
Education manager	$10,000	Part-time support for public programs and educational outreach
Artist	$10,000	Standard for solo artist per W.A.G.E. guidelines
Program participants	$5,000	8 participants with honoraria of $625 each
Community partners	$4,000	2 partners with engagement fees of $2,000 each
Curatorial fellows	$7,500	Stipend for one 3-month fellow for production and program assistance
Subtotal	**$71,500**	
Production and registration		
A/V equipment	$9,000	Projectors and players for media works
Display furniture fabrication	$7,500	Custom pedestals and vitrines
Graphics & didactics	$4,000	Design and printing of wall text and labels
Conservation	$25,000	Contract conservator labor plus materials
Installation/de-installation labor	$35,000	7 people for 10 days of installation and deinstallation
Installation materials	$10,000	Paint, signage materials, hardware, etc.
Crating and packing	$30,000	New crating for domestic & international touring venues
Crate storage	$10,000	To accommodate schedules for touring partners
Shipping	$50,000	Freight to the originating institution, plus partial support for onward shipping to partner venues
Loan costs	$2,000	Fees and miscellaneous material costs
Environmental allowance	$3,000	Responsible end-of-life handling for exhibition materials
Subtotal	**$185,500**	
Travel		
Artist	$7,000	Airfare, ground, lodging, per diem for a 3-day site visit and 10-day installation
Program participants	$6,000	Airfare, ground, lodging, per diem for 4 participants for 2 days
Exhibition staff	$8,000	Two curator studio visits (2 days each) and one registrar visit (3 days)
Subtotal	**$21,000**	
Fees for documentation and publication		
Installation photography	$3,000	Documentation for publication, website, social media, archive
Object photography and archival scanning	$6,000	Artworks and ephemera for publication
Catalogue essays	$5,000	2 at $2,500 each
Image permissions	$1,500	Rights to publish images in essays
Book design	$15,000	
Editing	$4,000	Copy-editing and proofreading
Printing	$20,000	Printing and proofing of book ($10K covered by partner venues)
Subtotal	**$54,500**	
Marketing and communication		
Advertising	$8,000	Print and radio campaigns
Wall text	$4,000	Printing and material
Printed materials	$3,000	Printing and material
Subtotal	**$15,000**	

Public programs, events, and security		
Exhibition opening	$3,000	Food, drink & staffing
Event staff	$500	2 support staff for 2 public programs
Security	$20,000	For exhibition run plus public programs
Subtotal	**$23,500**	
Direct costs subtotal	**$371,000**	
Example allocation of grant - direct costs	**$120,000**	
Indirect costs		
General overhead	$95,000	Non-project staff salaries, facilities, tech, and indirect operating costs
Indirect costs subtotal	**$95,000**	
Example allocation of grant - indirect costs (up to 30%)	**$30,000**	
Contingency	$18,550	Calculated at 5% of direct costs
Total expenses	**$484,550**	
Revenue		
Source	**Amount**	**Status**
Teiger Foundation	$150,000	Requested
Foundation A	$90,000	Confirmed
Foundation B	$56,000	Confirmed
Individual contributions	$93,550	Confirmed
Venue A	$25,000	Confirmed
Venue B	$25,000	Pending
Venue C	$25,000	Pending
Projected publication sales	$5,000	Pending
Annual benefit	$15,000	Confirmed
Total revenue	**$484,550**	
Surplus/deficit	**$0**	
This sample budget is designed for a curator applying for a single project grant to fund a survey exhibition which will then tour.		

SINGLE PROJECT		
Organization budget size	$8,000,000	
Organization type	University-affiliated contemporary art museum	
Total project budget	$616,038	
Teiger request	$250,000	
Project description	Single-venue survey exhibition of a mid-career artist, with an accompanying scholarly publication and public programs.	
SINGLE PROJECT: Solo/Survey Exhibition		
Expenses		
Direct costs		
Personnel, honoraria, and support		
Curator	$20,000	Portion of curator salary attributable to project development and implementation, 20% of salary for 12 months.
Exhibition manager	$15,000	Part-time support for planning and coordination, 10 hrs/week × 9 months
Registrar	$14,000	Portion of registrar salary attributable to project, 20% of salary for 12 months.
Artist honorarium	$20,000	Exceeds W.A.G.E. minimum for a single-artist survey exhibition
Public programs honoraria	$5,040	6 participants at $840 each, per W.A.G.E. guidelines
Community partner engagement fee	$4,000	Site support and engagement fee for a local partner organization
Curatorial fellows	$30,000	Stipends for two fellows assisting with exhibition research for 9 months
Subtotal	**$108,040**	
Production and registration		
Crating/packing	$50,000	Specialized crating for artwork transport to and from lenders
Technical equipment	$10,000	On-site refurbishment and maintenance of technical components
Pedestal/display fabrication	$10,000	Custom display platforms
Conservation	$25,000	Restoration specialists, materials, and artist labor to rebuild a major installation element
Installation materials	$30,000	Walls, display cases, paint, and additional tools
Crate storage	$10,000	Local climate-controlled storage
Shipping	$55,000	Dedicated fine art transport, roundtrip
Loan expenses	$5,000	Additional crating and shipping tied to loan agreements
Graphics & didactics	$7,500	Design, production, and installation of wall text and labels
Installation/de-installation labor	$35,000	Approximately 7 people for 10 days
Subtotal	**$237,500**	
Travel		
Artist site visit and installation	$6,150	Lodging, subsistence, and airfare for a 3-day site visit and 8-day installation
Program participants	$5,575	Lodging, subsistence, and travel for 4 outside participants
Curatorial and registrar travel	$8,000	Studio visits and planning trips ahead of the exhibition
Subtotal	**$19,725**	
Documentation and publication		
Installation photography	$4,300	Documentation for publication, website, social media, and archive
Object photography and archival scanning	$5,000	Artworks and ephemera for publication
Book design	$20,000	Book and exhibition graphic designer
Book editor	$3,000	Copyediting and proofreading
Book printing	$20,000	Printing and proofing
Book photography and scanning	$1,500	Photography and scanning of archival material
Book image permissions	$900	Rights for comparative and archival images

Book essayists	$8,000	Fees for two outside essayists at $4,000 each
Book color correction	$4,500	Color correction across publication images
Book shipping and mailing	$3,500	Shipping from printer plus mailing to constituents
Subtotal	**$70,700**	
Marketing and communication		
Advertising	$15,000	Print, digital, and out-of-home
Signage	$3,000	Street banners and building vinyl
Web design	$5,000	
Printed materials	$2,500	
Public engagement initiative	$8,000	Working group of local constituents informing interpretation and outreach
Subtotal	**$33,500**	
Public programs, events, and security		
Exhibition opening	$3,500	Food, drink, and staffing
Event staff	$500	Support staff for public programs
Security	$18,000	For run of exhibition
Subtotal	**$22,000**	
Subtotal direct expenses	**$491,465.00**	
Example allocation of grant - direct costs	**$185,000.00**	
<u>Overhead and/or indirect costs</u>		
Other administrative and staffing costs		
General overhead	$100,000.00	Includes non-project staff salaries, office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
Subtotal of indirect costs	**$100,000.00**	
Example allocation of grant - indirect costs (up to 30%)	**$65,000.00**	
Contingency	**$24,573.25**	**Calculated at 5% of direct costs**
Total expenses	**$616,038.25**	
Revenue		
Source	**Amount**	**Status**
Teiger Foundation	$250,000	Requested
Foundation A	$160,000	Confirmed
Foundation B	$65,000	Confirmed
Foundation C	$30,000	Confirmed
Foundation D	$20,000	Confirmed
Board contribution	$15,000	Confirmed
Individual contributions	$50,000	Confirmed
Government	$20,000	Pending
Publication sales	$8,000	Pending
Total revenue	**$618,000.00**	
Surplus/deficit	**$1,961.75**	
This sample budget is designed for a curator applying for a single project grant to fund a single-venue survey exhibition of a mid-career artist, including conservation of a major existing work and an accompanying scholarly publication.		

SINGLE PROJECT		
Organization budget size	$10,000,000	
Organization type	Large regional museum or contemporary art museum	
Total project budget	$615,000	
Teiger request	$250,000	
Project description	Group exhibition of 16 artists including two new commissions.	
SINGLE PROJECT: Group Exhibition		
Expenses		
Direct costs		
Programming		
Curatorial team and other project-related staff	$75,000.00	Salaries for curators, curatorial assistants, exhibition coordinators, and administrative staff directly related to the project
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 $10 million
Commission production	$40,000.00	Production and fabrication for two new commissions; approximately $20,000 per commission. Artist fees are budgeted separately.
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
Subtotal direct costs	**$500,000.00**	
Example allocation of grant - direct costs	**$250,000.00**	
Overhead and/or indirect costs		
Other administrative and staffing costs		
General overhead	$90,000.00	Includes non-project staff salaries, office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
Subtotal of indirect costs	**$90,000.00**	
Example allocation of grant - indirect costs (up to 30%) (example: indirect covered by other funders)	**$0.00**	
Contingency	**$25,000.00**	**Calculated at 5% of direct costs**
Total expenses	**$615,000.00**	
Revenue		
Source	**Amount**	**Status**

Teiger Foundation	$250,000.00	Requested
Foundation A	$100,000.00	Confirmed
Foundation B	$75,000.00	Confirmed
Foundation C	$30,000.00	Confirmed
Foundation D	$40,000.00	Pending
Individual giving	$60,000.00	Confirmed
Government	$30,000.00	Pending
Corporate	$30,000.00	Confirmed
Total revenue	**$615,000.00**	
Surplus/deficit	**$0.00**	
This sample budget is designed for a curator applying for a single project grant to fund a group exhibition with 16 artists, including two 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				
Organization budget size	$2,000,000 lead / $1,500,000 partner			
Organization type	Two ICA/kunsthalle-type institutions			
Total project budget	$590,375			
Teiger request	$250,000			
Project description	Co-commission of a major new work presented at both venues, with shared and individual costs.			
<u>SINGLE PROJECT: Co-commission of new work with shared and individual costs</u>				
Expenses	**Lead applicant organization**	**Partner organization**	**Total**	**Notes**
<u>Direct costs</u>				
Personnel and support				
Curator (Lead institution)	$20,000.00	$0	$20,000.00	
Curator (Partner institution)	$0	$15,000.00	$15,000.00	
Project manager	$15,000.00	$10,000	$25,000.00	
Registrar	$7,500.00	$5,000	$12,500.00	
Curatorial Assistant	$5,000.00	$5,000	$10,000.00	
Production Manager	$12,000.00	$10,000	$22,000.00	
Education & Outreach Coordinator	$6,000.00	$4,000	$10,000.00	
Installation Crew Lead	$8,000.00	$4,000.00	$12,000.00	
Graphic Designer	$5,000.00	$3,000.00	$8,000.00	
Subtotal	**$78,500.00**	**$56,000.00**	**$134,500.00**	
Honoraria and fees				
Artist	$4,000.00	$4,000.00	$8,000.00	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	$20,000.00	Materials and labor, including contract support for project development & production
Subtotal	**$14,000.00**	**$14,000.00**	**$28,000.00**	
Travel and lodging				
Artist	$6,000.00	$6,000.00	$12,000.00	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	$15,000.00	Assumes international airfare, ground transportation, lodging, and per diem for one 4-day site visit and an 18-day production and installation period for two assistants
Visa and other travel costs	$3,000.00	$3,000.00	$6,000.00	
Subtotal	**$16,500.00**	**$16,500.00**	**$33,000.00**	
Production and registration				
Fabrication	$15,000.00	$15,000.00	$30,000.00	
Graphics & didactics	$3,000.00	$2,500.00	$5,500.00	Design and printing of wall text and labels
Installation materials	$15,000.00	$10,000.00	$25,000.00	General installation materials including paint, signage materials, hardware, etc.
Crating and packing	$15,000.00	$15,000.00	$30,000.00	New crating for return shipping
Shipping	$12,500.00	$12,500.00	$25,000.00	Consolidated international shipping
Installation/de-installation labor	$40,000.00	$25,000.00	$65,000.00	10 people for 8 days of installation and deinstallation
Environmental allowance	$10,000.00	$7,500.00	$17,500.00	Costs for responsible end-of-life handling for all exhibition materials
Subtotal	**$110,500.00**	**$87,500.00**	**$198,000.00**	
Documentation, marketing and communication				
Installation photography	$3,000.00	$1,500.00	$4,500.00	Documentation of exhibition for website, marketing, social media, and archive
Printed materials	$1,500.00	$2,500.00	$4,000.00	Printing and material
Public relations and marketing	$10,000.00	$2,500.00	$12,500.00	Engage a PR firm; social media campaigns
Subtotal	**$14,500.00**	**$6,500.00**	**$21,000.00**	
Other				
Exhibition opening	$5,000.00	$3,000.00	$8,000.00	Food, drink & staffing
Security	$20,000.00	$15,000.00	$35,000.00	Additional personnel for exhibition run
Subtotal	**$25,000.00**	**$18,000.00**	**$43,000.00**	
Total direct costs	**$259,000.00**	**$198,500.00**	**$457,500.00**	
<u>Overhead and/or indirect costs</u>				
General overhead	$65,000.00	$45,000.00	**$110,000.00**	Includes non-project staff salaries, office supplies, facility costs (rent, utilities, insurance, maintenance), tech and communication expenses, and indirect operating costs (e.g., legal, accounting)
Total overhead and/or indirect costs			**$110,000.00**	
Contingency	**$12,950.00**	**$9,925.00**	**$22,875.00**	**Calculated at 5%**

Total expenses	**$336,950.00**	**$253,425.00**	**$590,375.00**	
Revenue				
Source	**Lead Applicant Organization**	**Partner organization**	**Total**	**Status**
Teiger Foundation	$150,000.00	$100,000.00	$250,000.00	Requested
Corporate	$35,000.00	$20,000.00	$55,000.00	Confirmed
Individual contributions	$40,000.00	$25,000.00	$65,000.00	Confirmed
Foundation A	$25,000.00	$25,000.00	$50,000.00	Confirmed
Foundation B	$0.00	$25,000.00	$25,000.00	Confirmed
Foundation C	$25,000.00	$0.00	$25,000.00	Confirmed
Annual benefit	$30,000.00	$30,000.00	$60,000.00	Requested
Space rental	$15,000.00	$45,000.00	$60,000.00	Requested
Total revenue	**$320,000.00**	**$270,000.00**	**$590,000.00**	
Surplus/deficit			**-$375.00**	

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					
Organization budget size	First institution $15,000,000; second institution $28,000,000				
Organization type	Two major museums / large contemporary art institutions				
Total project budget	$1,920,000				
Teiger request	$250,000				
Project description	Co-originated group exhibition of 12 artists, each with a new commission, presented at both venues.				
Expenses	**Lead local**	**Partner local**	**Shared**	**Total**	**Notes**
Curatorial research + project development	$20,000	$20,000	$60,000	$100,000	Includes a $60,000 shared research fellow
Artist fees (12 artists)			$180,000	$180,000	$15,000 per artist × 12, per W.A.G.E. guidelines
Artist research / development stipends			$60,000	$60,000	$5,000 per artist × 12
Commission production + fabrication			$360,000	$360,000	Avg $30,000 per new commission × 12
Conservation / technical consultation			$25,000	$25,000	
Crating + packing			$45,000	$45,000	
Freight / circulation between venues / returns			$70,000	$70,000	
Insurance / indemnity costs			$15,000	$15,000	
Artist travel, lodging + per diem			$60,000	$60,000	$5,000 per artist × 12
Interpretation consultant			$30,000	$30,000	
Catalogue			$90,000	$90,000	
Digital project / online interpretation			$45,000	$45,000	
Graphic identity			$20,000	$20,000	
Photography + documentation			$20,000	$20,000	
Shared project management			$60,000	$60,000	
Local installation / preparator / registrar	$30,000	$30,000		$60,000	$30,000 each venue
Sitework, casework + lighting	$60,000	$65,000		$125,000	
Paint, graphics + exhibition adaptation	$35,000	$35,000		$70,000	
Public programs / artist talks / community programs	$55,000	$50,000		$105,000	
Performances / live programming	$25,000	$20,000		$45,000	
Local interpretation / engagement spaces	$15,000	$15,000		$30,000	
Marketing + PR	$40,000	$40,000		$80,000	
Brochure / local print materials	$10,000	$10,000		$20,000	
Admission subsidy, if relevant	$25,000	$25,000		$50,000	
Opening / local events	$15,000	$15,000		$30,000	
Indirect / administrative costs	$30,000	$30,000		$60,000	Shared organizational costs not assignable to the project
Contingency			$65,000	$65,000	
Total expenses	**$360,000**	**$355,000**	**$1,205,000**	**$1,920,000**	
Revenue					
Source	**Amount**	**Status**			
Teiger Foundation	$250,000	Requested			
Foundation A	$750,000	Confirmed			

Foundation B	$200,000	Pending			
Individual contributions	$200,000	Confirmed			
Federal / state government	$70,000	Pending			
Corporate	$400,000	Confirmed			
Exhibition Fund	$50,000	Confirmed			
Total revenue	**$1,920,000**				
Surplus/deficit	**$0**				
This sample budget is designed for two major institutions co-originating a group exhibition of 12 artists, each with a new commission, presented at both venues. Shared costs are split from each institution's local costs. The Teiger grant would be disbursed to the lead applicant organization, which may then allocate the funds between the two institutions as needed.					

Operating budget: university gallery or museum			
EXPENSES	**PAST FY**	**CURRENT FY**	**FUTURE FY**
Programming			
Exhibitions	$445,000.00	$460,000.00	$500,000.00
Traveling Exhibitions	$40,000.00	$40,000.00	$40,000.00
Marketing and Public Relations	$96,000.00	$96,000.00	$96,000.00
Engagement Programs	$60,000.00	$72,000.00	$75,000.00
Security	$45,000.00	$50,000.00	$50,000.00
Programming Expense Subtotal	**$686,000.00**	**$718,000.00**	**$761,000.00**
Administrative			
Personnel Costs (including fringe)	$1,795,124.00	$1,848,977.72	$1,904,447.05
Building & Maintenance	$996,000.00	$996,000.00	$996,000.00
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	$90,000.00	$94,500.00	$99,225.00
Administrative Expense Subtotal	**$3,130,124.00**	**$3,189,477.72**	**$3,269,672.05**
TOTAL EXPENSE:	**$3,816,124.00**	**$3,907,477.72**	**$4,030,672.05**
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
Touring Exhibition Fees	$20,000.00	$40,000.00	$60,000.00
Earned Income Subtotal	**$50,000.00**	**$81,000.00**	**$101,000.00**
Contributed Income			
Individual Contributions	$75,000.00	$100,000.00	$125,000.00
Annual Benefit	$200,000.00	$250,000.00	$250,000.00
Corporate	$50,000.00	$50,000.00	$50,000.00
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	**$789,807.00**	**$600,500.00**	**$682,319.00**
General Endowment Draw	$1,719,317.00	$1,968,617.97	$1,990,272.76
Endowment Subtotal	**$1,719,317.00**	**$1,968,617.97**	**$1,990,272.76**
University Contributed Income	$261,000.00	$261,000.00	$261,000.00
University Building & Maintenance	$996,000.00	$996,000.00	$996,000.00
Contributed University Subtotal	**$1,257,000.00**	**$1,257,000.00**	**$1,257,000.00**
TOTAL REVENUE :	**$3,816,124.00**	**$3,907,117.97**	**$4,030,591.76**
Surplus/deficit	**$0.00**	**-$359.75**	**-$80.29**

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.

Operating budget: Small organization under $4 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**	**$962,276.00**	**$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**	**$591,263.00**	**$613,832.00**
TOTAL EXPENSES	**$2,514,496.00**	**$2,542,739.00**	**$2,678,006.00**
Contributed Income	**PAST FY**	**CURRENT FY**	**FUTURE FY**
Federal government	$40,000	$40,000	$40,000
State government	$80,000	$80,000	$80,000
Local government	$25,000	$25,000	$25,000
Foundations	$1,345,000	$1,345,000	$1,415,000
Corporate contributions	$50,000	$50,000	$90,000
Individual contributions	$270,000	$283,500	$297,675
Board contributions	$130,000	$140,000	$150,000
Annual benefit/gala, including auction	$350,000	$400,000	$425,000
Funds released from restrictions	$110,000	$50,000	—
Total Contributed	**$2,400,000.00**	**$2,413,500.00**	**$2,522,675.00**
Earned Income			
Box office & co-production fees	$75,000	$80,000	$85,000
Space & equipment rentals	$20,000	$25,000	$30,000
Merchandise/product sales	$10,000	$15,000	$20,000
Publication sales	$10,000	$10,000	$15,000
Total Earned	**$115,000.00**	**$130,000.00**	**$150,000.00**

TOTAL INCOME	**$2,515,000.00**	**$2,543,500.00**	**$2,672,675.00**
Income/Loss	**$504.00**	**$761.00**	**-$5,331.00**
Budget note: Two significant funding partners concluded their support in FY2026. Foundation A’s support ended with the conclusion of its regional funding program. Foundation B also concluded its current grant and requires a one-year hiatus before the organization may reapply in FY2028. The organization is working with current and prospective funders to replace this support and diversify revenue in FY2027 and FY2028.			
We recognize that each small organization operates differently, and that your operating budget may differ significantly from this sample. Please provide your organization’s operating budget for the most recently completed fiscal year and current fiscal year. You may also include a projected budget for the upcoming fiscal year, if available. Please do not submit profit/loss statements or balance sheets. You are welcome to include budget notes to provide additional context about your past or projected finances.			