DC COMMISSION ON THE ARTS & HUMANITIES

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Completing the CAH Public Art Grant Budget Form

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The CAH Grant Budget Form accompanies your written final report completed in the grants portal. You also are responsible for uploading documentation in support of your final expenses and activity related to your grant.

***Note:** Several of the cells in the CAH Grant Budget Form are intentionally locked from editing. This ensures that the formulas that we have created cannot be accidentally altered. To successfully complete the form, only unlocked cells need to be filled out. These begin with row 31 on the Grant Report worksheet.

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Preparing the CAH Excel Spreadsheet

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Public Art grantees, please <u>**DISREGARD**</u> **the first tab in the spreadsheet "Revised Budget". To complete the report,** <u>**only**</u> **input your budget in the second tab "Grant Report".**

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Introduction

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Grantees must use the CAH Excel Spreadsheet
When reviewing expenses, CAH requires the following:
1. Expense eligibility (as defined and described by the grant program guidelines)
2. Expense itemization
3. Proof of expense

Given these needs, there are multiple types of documents that can be used for reporting. For example, an Amazon receipt meets all of these requirements; as does a payroll report. An invoice, however, typically proves itemization, but does not typically prove expense payment. A receipt often doesn't provide itemization. Therefore, an invoice typically needs to be paired with a receipt or other proof of payment in order to be recorded as an eligible expense.

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Preparing the Report

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1. Complete the general information in the upper left-hand corner
    a. Grantee – the awarded organization or individual
    b. Grant # - found on your grant agreement
    c. Grant Amount – full amount listed on your grant agreement

2. Complete the Interim Expense Subtotals- Input the proposed budget numbers submitted in application directly into the cells accordingly for CAH and Match (for organizations and BIDs). The Match column represents the funds applied to the public

art project by organization/BID grantees. Allocate awarded funding across the categories provided, based on the award's allowable expense and according to your proposed budget, as submitted in the grant application.

3. Complete the Final Expense Subtotals (most easily done in chronological order)- starting in row 31. Budget revisions between the grant's application and award phase, will be recorded in this section.

    Use the drop downs in each cell (when applicable). The cells will populate the final budget above (rows 7-27). **Do not input data directly into cells 7-27.**

    The summary table, on the right, will auto-fill for CAH staff use.

4. Use this table while categorizing expenses:

Budget Category	Expense
Administrative Expenses & Personnel (Not to exceed 35% of grant)	Insurance, Permitting fees, Copyright registration, Plaque costs, Photographic documentation, Staff Salaries, Payroll taxes and fringe
Arts & Humanities Personnel	Artist Fee, Artist Honorarium, Curator Fee, Project Manager, Contractors
Fabrication & Installation	Fabricating artwork, Painters, Installers, Fabrication/Installation Contractors, Engineering, Producing pedestals and frames, Shipping (fabrication and installation related)
Marketing Expenses	Promotional/marketing materials, postage, Printing, digital advertising fees
Materials Supplies & Equipment	Purchasing pedestals, Frames, Materials, Supplies, Equipment purchase, Equipment rentals (i.e. scaffolding/lift, ladder etc.), Chair rental, Shipping (non- fabrication and installation costs); lighting equipment
Mortgage or Rent & Utilities	Studio and/or storage space; mortgage, rent, utilities
Other (specify in notes)	Programming (excluding food and beverage), Dedication
Travel & Transportation	Transportation, Lodging

a. Report type – Select "Final" from the drop-down menu.
b. Attachment reference # – The page and itemized number where the receipt can be found on uploaded receipt documents. On the hard copy of the receipt/invoice/etc., write a unique number (starting with 1). Enter the corresponding page/item number in

this column. For example you can have multiple receipts on one (1) 8.5x11 scanned sheet, each sheet should be numbered. Each receipt should be itemized. (e.g. page 1, a)

c. Date of Expenditure – Enter the date the purchase occurred.
d. Vendor – Enter the purchased item or service vendor.
e. Item – Provide a short description of what was purchased.
f. Amount Paid – Enter the total cost of the item purchased, (Should correspond directly to the attachment purchase price)
g. CAH or Match – For organizational grants, choose from the drop down menu if this expense is allocated to your CAH grant or if it is being paid through matching funds
h. Payment Source – Enter how the expense was paid; cash/credit, etc.
i. Category – Choose from the drop-down menu the most fitting expense category. (If the expense does not fall in one of these categories, choose "Other" and explain in the adjacent "Notes" column.)

5. Save your report

6. Scan your receipts, proof of expenditure, and/or other backup documents
   a. All of the expenses that you have reported should now have an Attachment Number (uploaded or scanned into the grant portal with corresponding Attachment assignment number)
   b. Organize receipts in ascending order based on that number.
   c. Scan the documents and save them as a single PDF.
   d. If you are paying yourself an artist fee, the invoice(s) are required to be notarized and must state for what purpose of the grant you are paying yourself.

7. Upload the Excel sheet and the PDF receipts to the report

8. Submit the report via Jungle Lasers along with the completed on-line narrative report summary and supporting materials, such as visual documentation of completed project and collateral materials as required in the grant agreement

General Guidance for Budget Reporting

Allowable Costs	Unallowable Costs
Salaries for arts/humanities personnel for Non-profit Organizations; Artist and curator fees	Food/Beverage (*can be paid through matching funds but not grant funds)
Teaching artists/consultants	Tuition/Scholarships
Travel/transport directly related to project implementation	Fiscal Agent costs; Sub-granting or re-granting
Materials, supplies, equipment directly related to Fabrication/installation costs; -project dedications, programming/workshops directly related to the project	Fundraisers/Special Events
Overhead/Maintenance/Administrative costs (not to exceed 35% of grant)	Expenses unrelated to the project or organization's scope of work
Space Rental/Fees; insurance costs	Funding to universities, foreign governments, DC government agencies (including DCPS)

Assign expenses in Column I: Row 31 and beyond to the below categories

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