Velocity Fund 2026 — BUDGET FORM

SAMPLE BUDGET

Please include all anticipated expenses and income for your new proposed project.

Your BALANCE (TOTAL INCOME minus TOTAL EXPENSES) should be $0. In other words, if your EXPENSES are over $5000, please show INCOME that will cover the cost.

EXPENSES	Amount	Description/Notes
People		
- artist fees	$1,500.00	3 collaborators x $500 each
- interviewee fees	$800.00	2 interviewees x 2 sessions x $200 each
- poet fees	$400.00	2 poets x $200 each
- consultation fee	$200.00	oral historian
- translator fee	$200.00	
SUBTOTAL	**$3,100.00**	
Materials		
- hard drives	$300.00	keeping documentation for collected oral histories
- equipment maintenance and servicing	$300.00	letterpress tech
- audio/video editing software	$200.00	yearlong subscription
- cotton paper	$200.00	22x30-inch sheets, 10 sheets
- installation equipment	$80.00	chains, ropes, hooks, adhesives
SUBTOTAL	**$1,080.00**	
Public Outcome		
- documentation	$300.00	2 hours of photography
- visitor transportation	$300.00	bus rental for 2 hours
- snacks for visitors	$200.00	
- masks & COVID safety supplies	$50.00	for approx. 100 attendees
SUBTOTAL	**$850.00**	
Marketing		
- small billboard rental	$800.00	
- flyer printing costs	$60.00	100 offset-printed flyers
- stamps for postcards	$60.00	
SUBTOTAL	**$920.00**	
Admin		
- tax support	$200.00	Tax Prep for Artists
SUBTOTAL	**$200.00**	
TOTAL EXPENSES	$6,150.00	

INCOME	Amount	Description/Notes
The Velocity Fund	$5,000.00	requested grant amount
[Other] Grant	$1,000.00	applied, pending October 2024
Postcard sales	$150.00	
TOTAL INCOME	$6,150.00	
– TOTAL EXPENSES	$6,150.00	
= BALANCE	**$0.00**	

IN-KIND (DONATED) GOODS/SERVICES	Amount	Description/Notes
Venue	$500.00	space rental, 1 day — already agreed
Printshop	$100.00	inks and rollers for printing
TOTAL IN-KIND	$600.00	

ADDITIONAL NOTES

If [Other] Grant is not secured, we will seek to fundraise for material costs related to installation/exhibition, and will reconsider our marketing strategy.