

INSTRUCTIONS
2013 CULTURAL ARTS PRE-CONTRACT MATERIALS
CULTURAL EXPANSION PROGRAM
(Due by 11/16/2012)

REVISED BUDGET AND NARRATIVE FORM

(Hand-deliver to Jesús Pantel)

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Section 1: Summary Information

Applicant/sponsor name and address = Organization name and address

Project start date and end date = List the dates the project starts and ends. The project can begin no sooner than 10/1/12 and end no later than 9/30/13.

Project Revision

Mark whichever box pertains to your particular situation

Revised Narrative = What, where, when for the use of your funding award

Be concise, brief, and to the point

List specific project(s)

Revised Budget Information - Income

Earned Income - List all income as it applies to the appropriate line item number

Pay special attention to the "hints" on line 3, 8 and 10

These will aid you to properly fill out the form

Revised Budget Information - Expenses

List amounts as it applies to the appropriate line item number within

each of the columns - COA (your funding award), Applicant Cash, In-Kind, Total

NOTE: EXPENSES MUST EQUAL INCOME; Line 10c=Line 17 (COA);

Line 10c=Line 17 (App. Cash); Line 10c=Line 17 (In-Kind);

Line 10c=Line 17 (Total)

NOTE: AN ORIGINAL SIGNATURE MUST BE PLACED ON BOTTOM OF THE FORM

(Revised Budget and Narrative Form Continued)

Itemization

You must provide an itemization for both the **income and expense** side of your budget. There is not a form provided. You must prepare this yourself. It should be a mirror image of your budget with further explanation as to how you arrived at the amount stated for each line item number. List line item numbers on the itemization.

MANDATORY PUBLICITY STATEMENT

Both the logo and the publicity statement must be displayed on all materials.

See our website at www.austincreates.com for various formats of the logo.

***NOTE: ALL FORMS CAN BE FOUND ON OUR WEBSITE AT
WWW.AUSTINCREATES.COM***