

# Budgeting Template

Some important categories to include in a partnership budget.

Municipal  
— Artist  
Partnerships

## Artist and art project costs

Artist Fee

Artist benefits (*for instances when artists are employees of an agency*)

Subcontractor fees (*eg. research, special expertise, production*)

Artist work/Studio space

Materials, equipment

Travel/accommodations

Community engagement activities

Permits

Liability

## Municipal Agency

Municipal staff/employee/contractor time

Services (e.g. police, public works, etc.)

Meeting costs (e.g. space rental, refreshments, A-V)

## Intermediary/Third Party Coordinating agency or partner

Staff time

Administrative overhead



## Community partner agency

Community partner agency staff time  
Stipends to community participants  
Community space rental

## Training /convening

Cohort gatherings/exchanges  
*(for programs that may have multiple artists working in different departments)*  
Joint training opportunities for artist and municipal partners

## Communications

Internal and/or external expertise  
Design  
Printing

## Documentation and evaluation

Photography, video documentation  
Meeting documentation (e.g. notetakers, transcription)  
Evaluation expertise