



# FY21 GRANT GUIDELINES

Updated November 4, 2020

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## OVERVIEW

The mission of the Worcester Arts Council (WAC) is to promote excellence, access, education and diversity in the arts, humanities, and sciences to improve the quality of life for Worcester residents and contribute to the economic vitality of our City.

WAC is a body of nine Worcester residents appointed by the City Manager of Worcester for three-year terms. WAC receives an annual appropriation of state funds from the Massachusetts Cultural Council (MCC) and makes these funds available to the community through competitive grant programs. For over 35 years, WAC has awarded grants to individual artists, cultural organizations, neighborhood associations, teachers, and public agencies for projects that take place in the City of Worcester. WAC is one of the few Local Cultural Councils (LCCs) in the Commonwealth that offer fellowships.

## WAC GRANT OPPORTUNITIES

WAC accepts applications for two types of grants:

- **Project grants** assist in the development of projects and programs in the arts, humanities, and sciences.
- **Fellowship grants** assist individuals in developing their work outside the structure of a specific project or presentation.

Applicants may submit multiple applications, including one Fellowship application and one or more Project applications. Separate applications must be submitted for each proposed project, and no entity will receive more than one award.

In addition to these local guidelines, applications must also conform to the [Local Cultural Council Program Guidelines](#) established by the MCC.

Access the Project and Fellowship grant applications through <https://www.mass-culture.org/worcester>

## FUNDING PRIORITIES

Because WAC is responsible for distributing public dollars, the Council solicits public opinion about how to best distribute its grant funds through a Funding Priorities Survey. All LCCs are required to conduct a community input process. Like most LCCs, WAC typically receives more grant requests than can be funded. Strong priorities based on community input help guide its grant-making decisions.

Based on community input gathered in 2020, WAC will give preference to grant applications that align with the following priorities for FY21:

1. **Project Categories** | Projects that focus on Public Art, Arts Education & Instruction, Children's Programs, and Musical Performances.
2. **Cultural Equity, Diversity, and Inclusion** | Projects that elevate the voices and experiences of historically marginalized groups to highlight the current and historical diversity of Worcester. Projects should create opportunities for artists and community members who identify as Black, Indigenous, POC, LGBTQX, refugee, immigrant, or person living with a disability.
3. **Locations** | Projects that take place in or benefit areas of Worcester that are historically underserved.

However, all projects in the arts, humanities and sciences will be considered.

## GRANT WORKSHOP

WAC held a virtual grant workshop on October 7, 2020 which reviewed the grant process and addressed frequently asked questions.

- **View the recording:** <https://play.champds.com/worcesterma/event/483>
- **View the slide show:** <https://worcesterculture.org/wp-content/uploads/2020/10/FY21-WAC-Grant->



[Workshop.pptx.pdf](#)

## QUESTIONS

Please review the Frequently Asked Questions on page 9 for answers to the most common questions.

The Worcester Cultural Development office staff is also available to answer additional questions you may have. Please email: [ArtsCouncil@WorcesterMA.gov](mailto:ArtsCouncil@WorcesterMA.gov).

Questions which cannot be answered using the above email can be brought to WAC's upcoming public meetings, which are being held virtually through Zoom due to COVID-19. These meetings are public record and begin at 6:00 PM, preregistration required.

- November 12 registration: [https://zoom.us/meeting/register/tJcsd--vrD0tHNSyTRaEaJPKm\\_K8nMNUe6cR](https://zoom.us/meeting/register/tJcsd--vrD0tHNSyTRaEaJPKm_K8nMNUe6cR)
- December 10 registration: <https://zoom.us/meeting/register/tJMlduyspi8tHNwEgeHvKnP68IAb9zXS7QYc>

## APPLICATION FORMS & SUBMISSION

**Project grant** applicants are required to complete an online application via the Massachusetts Cultural Council (MCC) website here: [https://mcc.smartsimple.com/s\\_Login.jsp](https://mcc.smartsimple.com/s_Login.jsp)

**Fellowship grant** applicants are required to submit WAC's separate online Fellowship Grant Application form here: <https://airtable.com/shrpmABtgFywVQfoX>

This year, WAC will not be accepting paper applications. All applications must be submitted online. Mailed, faxed, emailed, handwritten, or late applications will not be accepted.

Completed applications and all supplemental materials must be received on or before the submission deadline of Monday, December 14 at 11:59 PM. Applications not completed online with all necessary supplemental materials uploaded to the [WAC Dropbox](#) (if applicable) by 11:59 PM on the submission deadline cannot be considered.

## APPLICATION REVIEW PROCESS

Applications are initially reviewed for completeness. Applications that are missing required supplemental materials or other details will be notified via email. Applicants have 7 days from the date of notification to submit any missing information. If the application is not complete by that time it will not be considered.

Complete FY21 grant applications will be evaluated from late December 2020 through January 2021. Applicants may be contacted to clarify questions raised during the evaluation process. Pending annual state budget approval, applicants will be notified of WAC's funding decisions in late January 2021/early February 2021.

## APPLICATION TIMELINE

Application Opens: October 1, 2020

Grant Workshop: October 7, 2020

Application Deadline: December 14, 2020

Application Evaluation Period: December 2020 – January 2021

Denial Letters Sent: Late January 2021

Approval Letters Sent: Early February

## RECONSIDERATION

Denied applicants may appeal the decision if they can demonstrate that WAC failed to follow published state guidelines and Council priorities. Reconsideration requests must be sent via email to [ArtsCouncil@WorcesterMA.gov](mailto:ArtsCouncil@WorcesterMA.gov) within 15 days of the date the denial letter is sent via email.

## ACKNOWLEDGMENT

If you receive a grant, you are required to credit WAC and MCC in all published materials, announcements, flyers,



social media (Facebook, Instagram, etc.), as well as all print, TV, or radio promotions.

At the completion of your project, proof of acknowledgement is required. Failure to show evidence of WAC and MCC acknowledgement may jeopardize reimbursement for your funded project. Detailed acknowledgment requirements and logo files are available at: <http://www.worcesterma.gov/cultural-development/grants>.

### **GRANT PAYMENT / REIMBURSEMENT**

Fellowship grants are paid directly to the grantee upon receipt of the required documentation and form.

Project grants are funded on a reimbursement basis. Grantees can request partial reimbursement of expenses incurred before project completion. All expenses must be incurred in the calendar year of the grant award.

Reimbursement requests must be submitted within one year of the date of notification of the grant award. Failure to submit by that date may result in the funds being forfeited and the reimbursement request denied. The checklist of required reimbursement documentation and forms are available at: <http://www.worcesterma.gov/cultural-development/grants>.

### **GRANT AMENDMENTS**

If a project cannot be completed as described in the approved application, a request for project modification or extension must be submitted to WAC using the Grant Amendment Form. WAC will vote on the request and notify you of the outcome by email. The Grant Amendment Form is available at <http://www.worcesterma.gov/cultural-development/grants>.

### **PROJECT GRANTS**

Project grants are funded to encourage Worcester County artists or organizations to develop projects and programs in the City of Worcester that are innovative, collaborative in nature, have public benefit, reach underserved populations, and demonstrate artistic excellence.

Awards have historically ranged from several hundred dollars up to \$5,000. In recent years, WAC has awarded 40-50 project grants at an average of ~\$2,700.

### **WHO IS ELIGIBLE TO APPLY**

- Individuals, artists, artist groups, arts and cultural organizations, community organizations, nonprofit organizations, associations that can establish a non-profit objective, public schools, libraries, and other municipal agencies are eligible to apply. Organizations and fiscal agents must have tax exempt status under section 501(c) (3) of the Internal Revenue Code. For detailed eligibility descriptions, please refer to the [Local Cultural Council Program Guidelines](#).
- Project grant applicants must maintain a residential, commercial, or studio address in Worcester County. Post Office boxes do not meet this requirement and are not allowed.

### **PROJECT GRANT REQUIREMENTS**

- Applicants must demonstrate a tangible benefit to Worcester citizens.
- All projects must occur within the City of Worcester within the 2021 calendar year.
- Applicants can request funds for field trips for groups of children (grades pre-K through 12) affiliated with schools (public, non-profit, religious, and home schools), afterschool and out of school programs, neighborhood/community centers, or civic organizations located in the City of Worcester. Field trips may be to destinations in or outside of the City of Worcester but must originate in Worcester. Approved expenses include transportation costs and admission for students and chaperones, at a ratio of 1 chaperone per 10 students. Meals will not be covered. The trip must also satisfy MCC guidelines.
- Applicants can request funds for capital expenditures. WAC will not fund capital expenditures for schools, libraries, local cultural councils, municipal agencies, and religious organizations. Capital expenditures for eligible organizations or individuals must be for a one-time or special need clearly justified by a longer-term



public benefit. Applicants requesting funding for a capital expenditure must submit the Capital Expenditure Supplemental Questions form along with their application. This form can be found at: <http://www.worcesterma.gov/cultural-development/grants>

- For projects that have been funded previously, WAC strongly encourages adding a new element to the project plan.

## **PROJECT FUNDING RESTRICTIONS**

WAC will not fund:

- Projects that replace regular curriculum in the arts, or salaries/stipends of municipal employees
- Salaries/stipends for duties that are part of an employee's regular position
- Operational Costs
- Refreshments (e.g. food or beverages)
- Projects for which the primary purpose is to raise funds
- Projects that consist exclusively of scholarships (e.g. college scholarships, tuition-only coverage for program participants)
- WAC reserves the right to restrict funding of any item(s) regardless of cost that do not provide a significant public benefit
- Projects that discriminate against applicants and/or programs on the basis of age, ability, ethnicity, race, religion, sexual orientation, gender identity or expression, nationality, geographic origin; or immigration, military, or socio-economic status in accordance with State law.
- Projects in locations that are not accessible to persons with disabilities. If you are unsure about whether your proposed location meets accessibility requirements, the National Endowment of the Arts has developed a Brief Accessibility Checklist to assist in the determination. The checklist can be found at <https://www.arts.gov/sites/default/files/BriefChecklist-February2020.pdf>.

## **INSTRUCTIONS FOR COMPLETING PROJECT GRANT APPLICATIONS**

Project grant applicants must complete an online application via the MCC website. Applicants must include all required supplemental materials.

### **How to apply:**

- Complete the online application and submit directly to WAC through the MCC online system by the submission deadline: Monday, December 14, 2020 at 11:59 PM.
- Instructions for completing the online application can be found on the MCC website at: [https://www.mass-culture.org/lcc\\_public\\_applicant\\_process.aspx](https://www.mass-culture.org/lcc_public_applicant_process.aspx)
- While all Local Cultural Councils use the same basic application form, WAC also requires supplemental materials from its applicants. These can be uploaded and attached to your online MCC application.
  - The MCC online application limits the number of supplemental materials that can be attached. If you need to submit more pages than the online MCC application allows, they must be submitted to WAC via Dropbox following these steps:
    - Save the documents as a .pdf file.
    - Name the documents using the Application ID Number you are assigned by the MCC online application and the name of the applicant (e.g. 0000001\_HarveyBall.pdf).
    - Upload the files to the WAC Grant Applications Dropbox folder here: <https://www.dropbox.com/request/htRvzFLSgK7W6BRNjRjm>

### **Required Supplemental Materials for Project Grants:**

- 501(c)(3) Identification: Organizations applying for a project grant must be an IRS determined 501(c)(3) non-profit organization OR an unincorporated organization with a non-profit purpose.
- Non-501(c)(3) organizations must have an IRS determined 501(c)(3) fiscal agent receiving funds on behalf of the unincorporated organization. A letter from the fiscal agent stating the agency has agreed to act as such for the proposed project duration is required.
- 501(c)(3) organizations are not required to submit an IRS determination letter of 501(c)(3) status with their





grant application, however, the 501(c)(3) ID number must be provided in the application.

- Note that the 501(c)(3)/non-profit status of the organization or fiscal agent will be verified at the time of reimbursement request, and grant recipients who do not have appropriate nonprofit status will be denied reimbursement.
- Budget: All applicants are required to include a budget. If your budget includes projected income, salaries, or marketing expenses, you must include a detailed breakdown of your budget with the supplemental materials. For the minimum level of detail suggested, review the Sample Budget on page 10 and optional Budget Template at: <http://www.worcesterma.gov/cultural-development/grants>.
- Resume: All individual grant applicants must submit a resume. Individuals applying may include a URL to an online resume in their online application or upload a .pdf file with their supplemental materials.
- Letter of Support: All individual grant applicants must submit one letter of support for their project.
- Capital Expenditures: If you are requesting grant funds for capital expenditures, you must complete the Capital Expenditure Supplemental Questions form. Your application must include a description of why the purchase is necessary, what long-term benefit the capital purchase will provide, who will have access to the equipment, and how it will be used.
- Venue Commitment: Applicants must submit a commitment letter from the venue(s) where the program or project is to be held. Due to COVID-19, WAC recognizes the potential necessity of holding programs virtually. If you are planning to hold an online program or event, please provide a statement explaining the logistics of your plan: I.E., the online platform you plan to use and how the project will be promoted to the Worcester community.
- Artist / Performer Commitment & Examples of Work: Applicants must submit a commitment letter from any contracted artists or performers and examples of their work (such as a link to the artists' or performers' website, resume, photographs, etc.).
- Additional Supplemental Materials: You may also submit any additional materials you feel are relevant to your proposal such as photographs, audio, video, critical reviews, or publicity materials.

*NOTE: Again, the MCC online application limits the size and number of documents that may be uploaded. Refer to the details above under "[How to apply](#)" for instructions on how to submit supplemental materials in excess of the MCC limit.*

## PROJECT BUDGETS

As previously stated, all project grant applicants are required to provide a budget. We have provided a Sample Budget on page 10. This sample is intended to demonstrate the minimum level of detail suggested if your budget includes salaries/stipends, marketing/promotion, supplies, or additional income due to projected income such as ticket sales.

Regarding salaries/stipends, grant funds cannot be used:

- To pay salaries or stipends for duties that are part of an employee's regular position
- To pay salaries or stipends for employees of the school system, library, parks department or municipality.

In the case of lump sum salaries/stipends, please include the estimated number of weeks/days/hours worked during the project in your detailed budget.

The total under each detailed budget section must match the line item under the projected expenses and/or additional income sections of your online grant application.

We've also provided an optional Budget Template you may use at: <http://www.worcesterma.gov/cultural-development/grants>.

## FELLOWSHIP GRANTS

Fellowship grants are a special category of award to assist individuals in developing and exploring their artistic work outside the structure of a specific project or presentation. Individuals in any creative discipline may apply for this



grant to cover time, materials, space, rental, production, and other components of their ongoing work. Through these fellowship grants, WAC intends to honor innovative individuals who demonstrate excellence in their field and represent the best of Worcester's creative community. Fellowship grants are highly competitive. Applicants are evaluated on artistic merit, stated goals, and contributions to the cultural community of Worcester. Due to uncertainty around the availability of funds stemming from COVID-19, WAC has committed to award no less than one fellowship grant in the amount of \$2,500 for FY21, with increased grants and award amount subject to funds available.

### **WHO IS ELIGIBLE TO APPLY**

- Artists in any creative discipline.
- Applicants must maintain a residential, commercial, or studio address in the City of Worcester. Post Office boxes do not meet this requirement and are not allowed.
- Preference is given to applicants who have not previously been awarded a WAC Fellowship.

### **FELLOWSHIP GRANT REQUIREMENTS**

- WAC fellows must have a presentation or exhibition during the grant year in which they receive an award. In-person presentations/exhibitions must take place in the City of Worcester to meet this requirement. Due to restrictions related to COVID-19, virtual presentations or exhibitions are also acceptable. WAC will help fellows develop a manageable project for the upcoming year. Fellows are not obligated to use their fellowship award to fund this requirement.

### **INSTRUCTIONS FOR COMPLETING FELLOWSHIP GRANT APPLICATIONS**

All Fellowship grant applicants must submit an official MCC approved Local Cultural Council application. Because the MCC's online grant application is not designed to receive Fellowship applications, WAC is using a separate online Fellowship Grant Application form found at: <https://airtable.com/shrpmABtgFywVQfoX>

### **Required Materials for Fellowship Grants to Be Uploaded in Application:**

- Resume: All Fellowship grant applicants must submit a resume.
- Artist Statement: Provide a full narrative/artist statement summarizing your previous work. Briefly describe some of your goals for the year. What do you plan to work on? What specific thing will this award help you to start/complete? Please detail how Fellowship monies will be used.
- Previous Work: All applicants must submit supplemental materials showing previous work (e.g. website links, social media, photographs, audio, video, etc.).
- Three Letters of Recommendation: Include three letters of recommendation pertinent to your work. These should be written by people with whom you have worked in your creative experience. Examples may include, but are not limited to, a venue manager, a peer, someone with whom you have collaborated, a teacher or student, etc.



## FREQUENTLY ASKED QUESTIONS

**Are all applicants required to be residents of Worcester?** *Project grant applicants must maintain a residential, commercial, or studio address in Worcester County. All projects must take place in the City of Worcester. Fellowship applicants must maintain a residential, commercial, or studio address in the City of Worcester.*

**Do you allow deadline extensions?** *No. WAC cannot accept applications after the submission deadline for any reason.*

**What types of projects receive higher priority for funding?** *Each year, WAC hosts a funding priorities survey to gather community input that helps determine its priorities for the next grant cycle. The Council then votes to determine its official Funding Priorities. Preference is then given to applications that align with those priorities. Find the FY21 WAC Funding Priorities on page 2.*

**My budget is complex. Am I required to provide a breakdown?** *Yes. The budget is an important part of your application and is used in our evaluation process. In some cases where we cannot fully fund a project, we look to your budget to specify what we can partially fund. We encourage all applicants whose budgets include salaries, marketing expenses, and projected income to provide a detailed breakdown of those expenses. Please refer to our Sample Budget on page 10. You can also use the Budget Template (optional) provided at: <http://www.worcesterma.gov/cultural-development/grants>.*

**I do not have a venue commitment for my proposed project, can I apply?** *Applicants must submit a commitment letter from the venue(s) where the program or project is to be held. Applications without venue commitments will not be considered. This does not mean applicants have to have paid a venue yet -- they must simply provide a written confirmation from the venue outlining the commitment to host the specific project at that location. While a commitment including specific date would be preferred, the commitment letter also does not have to include that if it is not yet final at the time of application -- a general time frame is also acceptable (e.g. Summer 2021, October 2021, etc.). Due to COVID-19, WAC recognizes the potential necessity of holding programs virtually. If you are planning to hold an online program or event, please provide a statement explaining the logistics of your plan: I.E., the online platform you plan to use and how the project will be promoted to the Worcester community.*

**What is a capital expenditure?** *A capital expenditure is defined as an item or group of items with a life expectancy of more than three years and a total cost of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction, or the renovation of a cultural facility. WAC reserves the right to restrict funding of any items, regardless of cost, that do not provide a significant public benefit.*

**What is a fiscal agent, and do I need one to apply for a grant?** *A fiscal agent is an organization that agrees to accept and be responsible for grant monies on your behalf. Organizations without 501(c)(3) status must have an IRS determined 501(c)(3) fiscal agent receiving funds on their behalf. A letter from the fiscal agent stating the agency has agreed to act as such for the proposed project duration is required.*

**I am a fiscal agent for an organization that has applied for a project grant, can I also apply for a grant myself?** *Absolutely!*

**I am a faith-based organization, am I eligible to apply?** *Yes, if your project is primarily cultural, open to the public, and does not advance religious beliefs.*

**Can I apply for a Fellowship grant and Project grant, or more than one Project grant in the same grant cycle?** *Yes, however you are only eligible to receive funding for one grant per grant cycle.*





**Am I guaranteed funding if I apply?** *Due to the competitive nature and large applicant pool, we cannot guarantee all eligible applicants will receive funding or be fully funded.*

**I have been denied a grant in the past, can I apply again?** *Yes, unsuccessful applicants are eligible and encouraged to apply again. Because of the nature of the process (e.g. number of applicants, funding priorities, potential updates to LCC/MCC guidelines, etc.) the likelihood of your Project or Fellowship grant request to be funded may change year-to-year.*

**If I am awarded a Fellowship grant, am I required to complete a project?** *WAC fellows must have a presentation or exhibition during the grant year in which they receive an award. To meet this requirement, in-person presentations/exhibitions must take place in the City of Worcester. Due to restrictions related to COVID-19, virtual presentations or exhibitions are also acceptable. WAC will help fellows develop a manageable project for the upcoming year. Fellows are not obligated to use their fellowship award to fund this requirement.*

**Can a member of the Council assist me with my application?** *Council members cannot review your application before deliberations. However, Worcester's Cultural Development office staff is available to review your application and answer any questions you may have. Please contact the Cultural Development office well in advance to the submission deadline. They can be reached by email at [ArtsCouncil@WorcesterMA.gov](mailto:ArtsCouncil@WorcesterMA.gov).*

**What assistance does WAC provide to applicants?** *The Council hosts at least one grant workshop each year. Grant workshops are designed for interested applicants to discuss ideas and ask questions to the Council in an open forum. Workshops are not mandatory. Applicants can also bring questions to a regularly monthly WAC meeting in advance of the application deadline and/or contact the Cultural Development office for assistance.*

**I received a grant in FY20 and have postponed my project to FY21 due to COVID-19. Can I apply for a grant for a different project in the FY21 grant cycle?** *Yes!*

**I received a grant in FY20 and have postponed my project to FY21 due to COVID-19. Can I apply for additional grant funds forward toward the same project in the FY21 grant cycle?** *You cannot request additional funds for a project that will already be receiving a grant. If you've submitted a Grant Amendment and WAC has approved your request to receive your existing FY20 funding for your postponed project, you cannot apply for another grant toward the same project. However, if you did not apply for a Grant Amendment (and therefore will not be receiving grant funds) or your Grant Amendment was denied, you could apply for a new grant toward that project.*

**I received a grant in FY20 but had to cancel my project due to COVID-19. Can I apply for a grant again in the FY21 grant cycle?** *Yes!*



## SAMPLE BUDGET

### PROJECT BUDGET: SAMPLE MURAL PROJECT

EXPENSES				
<i>Salaries / Stipends</i>				
Item	Description	Quantity	Rate/Unit Price	Total
M. Taylor	Mural artist	20 hrs	\$75/hour	\$1,500
H. Ball	Contracted intern / artist assistant	2 weeks (~10 hours/week)	\$500 stipend	\$500
<b>Total Salaries / Stipends</b>				<b>\$2,000</b>
<i>Marketing &amp; Promotions</i>				
Item	Description	Quantity	Rate/Unit Price	Total
Social Media Advertising	Facebook boosted posts	5-10 posts	\$250 total	\$250
Flyers	8.5x11 flyers printed at XYZ printer	150 flyers	\$1/each	\$150
<b>Total Marketing &amp; Promotions</b>				<b>\$400</b>
<i>Supplies &amp; Tools</i>				
Item	Description	Quantity	Rate/Unit Price	Total
Paint	XYZ brand spray paint	100 cans	\$5.00/each	\$500
<b>Total Supplies &amp; Tools</b>				<b>\$500</b>
<i>Other Expenses</i>				
Item	Description	Quantity	Rate/Unit Price	Total
Lift Rental	XYZ company name lift rental	2 days	\$500/day	\$1,000
<b>Total Other Expenses</b>				<b>\$1,000</b>
ADDITIONAL INCOME				
Item	Description	Quantity	Rate/Unit Price	Total
Vendor Sponsors	Estimated 5 supporting vendors	5 vendors	\$100/each	\$500
Ticket Sales	Fundraiser event: artist meet & greet	50 tickets	\$20/each	\$1,000
<b>Total Additional Income</b>				<b>\$1,500</b>
PROJECT TOTALS				
<b>TOTAL EXPENSES</b>				<b>\$3,900</b>
<b>TOTAL ADDITIONAL INCOME</b>				<b>\$1,500</b>
<b>AMOUNT REMAINING</b>				<b>\$2,400</b>
<b>GRANT AMOUNT REQUESTED FROM WAC</b>				<b>\$2,400</b>