Tourism Promotion & Legacy Event Grant Application Budget

A complete, detailed budget inclusive of all revenues and expenses is required for each grant application. You may add additional line items, as appropriate for your event/project. Please reference the Grant Guidelines for more information, and for examples of eligible and ineligible expenses.

Basic Information	
Project Name:	
Total Cost of Project	$
Tourism Funding Requested	$
Organization Match Amount	$
Funding From Other Sources (if any)	$

Complete the below detailed budget, listing all revenues and expenses for the project/ event.

Revenues	
Admission Ticket Sales	$
Monetary Sponsorships	$
Applicant/Vendor Fees	$
Merchandise Sales	$
Donated Ad Space/Printed Collateral	$
Other Awarded Grant(s)	$
Other (Please Explain)	$
Other (Please Explain)	$
Other (Please Explain)	$
Total Revenues	$ -

Expenses	
Administrative Expenses	
Salaries	$
Insurance	$
Other (Please Explain)	$
Other (Please Explain)	$
Administrative Sub-Total	$ -
Supplies	
Signage	$
Promotional Items	$
Food & Beverage	$
Paper Goods & Office Supplies	$
Other (Please Explain)	$
Other (Please Explain)	$
Supplies Sub-Total	$ -
Operating Expenses	
Venue Rental	$
Entertainment	$
Sound System/AV	$
Speaker/Presenter Fees	$
Prizes and Giveaways	$
Other (Please Explain)	$
Other (Please Explain)	$
Operating Sub-Total	$ -
Marketing Expenses	
Print Advertising	$
Digital Advertising	$
Google Pay-Per-Click Ads	$
Social Media Ads	$
Public Relations	$
Influencer Hosting Fees	$
Radio Ads	$
Photography	$
Videography	$
Other (Please Explain)	$
Other (Please Explain)	$
Marketing Sub-Total	$ -
Total Expenses	$ -

Total Revenues	$
Total Expenses	$
Net Profit / Loss	

Total cost of project = lines 8+9+10

Only include salary expenses if they are directly related to the project/event.
Only include project/event insurance. Excludes general business insurance.

Include day-of project/event signage.
Includes day-of programs, maps, etc.

Marketing Expenses should match the Marketing Plan