



## DC COMMISSION ON THE ARTS & HUMANITIES BUDGET REVISION FORM INSTRUCTIONS

The purpose of this form is to show DCCAH that you have reconciled the difference between your original grant request and the awarded grant amount. To that end, the following form must be completed and submitted in accordance with the grant agreement.

The Budget Revision Form must represent the total project budget related to your grant request or the organization's budget for awards from the Grants-in-Aid program. The budget should reflect all income and expenses attributed to the project or organization, including operating costs and project/program expenses for the fiscal year in **Column C**.

The completed chart will identify the **DCCAH CONTRIBUTION (Column A)** and, if applicable, **MATCH CONTRIBUTION expenditures (Column B)** that you will track during the grant period. DCCAH CONTRIBUTION and MATCH CONTRIBUTION expenditures must be documented by receipts or cancelled checks in the interim/final report. All reporting documents are available at <http://dcarts.dc.gov/page/managing-grant-awards>. Demonstration of funds received to support a required match for a grant are not requested for either the interim or final reports.

### RESTRICTIONS:

**35%/65% RULE:** In accordance with the District of Columbia's Office of the City Administrator's recommendation, DCCAH requires that **no more than 35% of the total project expenses be attributed to administration and overhead costs** for all programs other than Grants-in-Aid, and Artist Fellowship Program.

Also note:

- The following grants awards require a 1:1 match: Arts Education Program, City Arts Projects (Organizations Only), Cultural Facilities Projects, Grants-In-Aid, Sister Cities International (Organizations Only);
- Individuals and East of the River recipients are never required to match their grant award;
- The DCCAH grant may not cover food costs, non-related travel or scholarships. See grant program guidelines for complete list of ineligible expenses;
- The DCCAH grant may not cover individual pieces of equipment over \$500, except Cultural Facilities Projects.

### INSTRUCTIONS

1. Items 1-3: Must be identical with the information from the submitted W-9 form and application.
2. Item 6: Must be identical with information from the Agreement.
3. Total Budget Chart: Reference the information submitted with the grant application to complete the chart. This REVISED CHART allows grantees to take into account the reduced grant amount, staff changes, revisions and other adjustments.
  - **Column A - DCCAH Grant**  
Indicate budget items supported by DCCAH funds. The amount may not exceed grant. The 35%/65% rule (in the RESTRICTIONS box above) applies to these funds.
  - **Column B - Match Contribution**  
Indicate budget items that will match the funds from the DCCA Grant. The 35%/65% rule (in the RESTRICTIONS box above) applies to these funds.
  - **Column C - Income/Expenses**  
Indicate total income and expenses for project or organization, taking into consideration the 35% ratio for administrative expenses and overhead costs as reviewed in the RESTRICTIONS box above.
  - *Individuals and East of the River grant recipients DO NOT have to match funds.*
4. Budget Narrative (if applicable): Document DCCAH CONTRIBUTION and MATCH CONTRIBUTION for expenses exceeding \$1,000 in accordance with directions embedded in the Budget Revision Form.

# ATTACHMENT C



## DC COMMISSION ON THE ARTS & HUMANITIES

### BUDGET REVISION FORM

*(PLEASE USE ONLY THE SPACE PROVIDED)*

- 1. Grantee name:
- 2. Address:
- 3. Phone:
- 4. Email:
- 5. Grant Period:
- 6. Grant Award Number:

REVISED BUDGET CHART			
ORGANIZATION OR PROJECT INCOME	A DCCA Grant	B Match Contribution	C Total Project Income
<b>GRANTS / CONTRACTS AMOUNT</b> (from Government, Foundations, Corporations, United Way/CFC, etc.) if applicable	\$	\$	\$
<b>INDIVIDUAL DONATIONS</b>			\$
<b>EARNED REVENUE</b> (from events, publications, fees, ticket sales and memberships) if applicable			\$
<b>OTHER</b> (may not include in-kind donations)			\$
<b>TOTAL INCOME</b>			\$
ADMINISTRATIVE & ARTISTIC EXPENSES	DCCA Contribution	Match Contribution	Total Project Expenses
<i>FOR PROJECT SUPPORT GRANTS Administration expenses may not exceed 35% of total expenses</i>			
<b>PERSONNEL</b> (includes salaries, payroll taxes and fringe)	\$	\$	\$
<b>CONSULTANTS AND NON-ARTISTIC FEES</b>	\$	\$	\$
<b>ADMINISTRATIVE COSTS/OVERHEAD</b> (if exceeds \$1,000, specify in separate narrative)	\$	\$	\$
<b>RENT AND UTILITIES</b>	\$	\$	\$
<b>OTHER</b> (if exceeds \$1,000, specify in separate narrative)	\$	\$	\$
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$	\$	\$
<i>FOR PROJECT SUPPORT GRANTS Artistic Fees should be 65% - 100% of total expenses</i>			
<b>PERSONNEL</b> (includes salaries, payroll taxes and fringe)	\$	\$	\$
<b>ARTISTS AND TEACHING ARTISTS</b>	\$	\$	\$
<b>MATERIALS, SUPPLIES, EQUIPMENT</b>	\$	\$	\$
<b>TRANSPORTATION</b>	\$	\$	\$
<b>OTHER</b> (if exceeds \$1,000, specify in separate narrative)	\$	\$	\$
<b>TOTAL ARTISTIC EXPENSES</b>	\$	\$	\$
<b>TOTAL EXPENSES</b>	\$	\$	\$

Signature: \_\_\_\_\_

Date: \_\_\_\_\_