

## ONLINE APPLICATION BUDGET INSTRUCTIONS

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The following instructions are designed to assist applicants in completing the Festival Budget Detail Sheet(s) for the USArtists International (“USAI”) online eGRANT application. The information provided in these instructions refers only to the budget section of the online eGRANT portion of the USAI application. Be sure to review the USAI guidelines carefully to ensure that you submit a complete application. Guidelines for USAI can be found [here](#).

If you are applying for more than one festival engagement, you **must** complete a Festival Budget Detail Sheet for **each** festival in the application. If you are applying for only one festival engagement, do not include Festival Budget Detail Sheets for festivals two and three in your application. Please read these directions carefully before completing and submitting your application as changes cannot be made to the budget once the eGRANT has been submitted.

Note: Following the Festival Budget Detail Sheet(s) is a Budget Summary Sheet, which contains formulas that automatically calculate totals based on the expense and income figures entered into each Festival Budget Detail Sheet. In order for the formulas to calculate correctly on the Budget Summary Sheet, you must hit SAVE at the bottom of the Festival Budget Detail Sheet(s) **and** the Budget Summary Sheet. Please be sure to enter the number of eligible (U.S. citizens or permanent residents) artistic, technical and other personnel traveling at the bottom of the Budget Summary Sheet.

### ELIGIBLE EXPENSES

Eligible expenses supported through USAI are:

- Performance fees
- International travel
- In-country travel-related expenses, including ground transportation, per diem and lodging
- Shipping, e.g. baggage fees, freight costs for transporting musical instruments, sets and equipment
- Other eligible costs, including international communications, visa application fees, agents’ fees related to participation in the international engagement and fiscal sponsor administration fees related to participation in the international engagement, if applicable

**No other expenses may be included in the budget.**

Note: USAI will only support airfare based on economy class rates, purchased no less than 14 days prior to departure date.

### FESTIVAL BUDGET DETAIL SHEET EXPENSES

- List all eligible expenses related to the applicant's participation in the *Expenses* section of the form(s).
- Do not include expenses for members of an ensemble who are not U.S. citizens or permanent residents.
- If a festival is covering any of the eligible costs in the budget, you must include these costs under the *Expenses* section as well as the *Income* section of the Festival Budget Detail Sheet.

#### A. Ensemble’s Fee

- You must include a fee for the engagement under expenses even if you are not receiving a fee from the festival.
- The ensemble's fee under *Expenses* should represent compensation normally requested by the artist/ensemble for a touring engagement.

#### B. International Travel

- **Number of artist(s):** Enter the number of eligible (U.S. citizens or permanent residents) artistic personnel who will be traveling as part of the engagement, e.g. choreographers, performers, musicians, and the cost of international travel per person.
- **Number of technician(s):** Enter the number of eligible (U.S. citizens or permanent residents) technical personnel who will be traveling as part of the engagement, e.g. lighting designer, stage manager, technical director, and the cost of international travel per person.
- **Number of Other(s):** Enter the number of other eligible (U.S. citizens or permanent residents) personnel who will be traveling as part of the engagement, e.g. company manager, tour coordinator, and the cost of international travel per person.

- **List other(s) traveling, and their titles:** Please identify eligible (U.S. citizens or permanent residents) personnel listed under 'Others'
- If applying to multiple festivals, divide the total cost of international travel expenses equally among the different festivals.

## C. In-Country Travel

- **Ground transportation:** Enter the total cost of local transportation within the country to which you are traveling. Ground transportation refers to train, bus, taxi, automobile or shuttle services used to transport the artist/ensemble between airport, accommodations, and festival.
- **Per Diem:** Enter the amount of daily per diem per person for the engagement. You can request per diem for days of travel to and from a festival engagement, days on which you perform, plus one additional day for set up, if required. If your performances at a single festival do not fall on consecutive days, include the days between performances.
- **Lodging:** Enter the cost of accommodation per person for the engagement. You can request support lodging costs for days of travel to and from a festival engagement, days on which you perform, plus one additional day for set up, if required. If your performances at a single festival do not fall on consecutive days, include the days between performances.
  - Note: If the festival is providing per diem or lodging through in-kind contributions, estimate the cost of what they are providing and include those figures on both the *Expense* and *Income* sections of the budget.

## D. Shipping

- Enter the total cost for transporting any sets, equipment, musical instruments and/or baggage

## E. Other Eligible Costs

- **Agent's Fees:** When applicable, enter agent's fee related to participation in the international festival
- **International communications:** Enter the total cost of any international telephone calls or mailings regarding your participation in the international festival.
- **Visa application fees:** Enter total cost of fees for visa applications related to participation in the international festival.
- **Fiscal Sponsor fees:** If the artist/ensemble is not a 501(c)(3) nonprofit organization as determined by the Internal Revenue Service, enter the administrative fees charged by the Fiscal Sponsor submitting the application on behalf of the artist/ensemble. The Fiscal Sponsor must be a 501(c)(3) nonprofit organization as determined by the Internal Revenue Service,

## FESTIVAL BUDGET DETAIL SHEET INCOME

- List all income being provided (festival and non-festival support) in the *Income* section of the Festival Budget Detail Sheet.
- In-kind contributions towards eligible expenses should be estimated and included where applicable.
- Do not include projected support from USAI as income.

In order to be eligible for consideration by USAI, the festival must contribute to at least one of the items listed below. For items a festival is not covering, fill in with a zero.

### Festival Support:

**Only support received from the festival should be listed in this section.**

#### A. Ensemble's Fee:

- The ensemble's fee under *Income* should represent the amount the festival has agreed to pay the artist/ensemble for their engagement and correspond with the amount indicated in the festival's Letter of Invitation to the artist/ensemble or in the signed contract, if available at time of application submission.
- Fees should be represented in US Dollars.

#### B. International Travel

- **Number of artist(s):** Enter the number of eligible (U.S. citizens or permanent residents) artistic personnel who will be traveling as part of the engagement, e.g. choreographers, performers, musicians, and the cost of international travel per person covered by the festival.

- **Number of technician(s):** Enter the number of eligible (U.S. citizens or permanent residents) technical personnel who will be traveling as part of the engagement, e.g. lighting designer, stage manager, technical director, and the cost of international travel per person covered by the festival.
- **Number of Other(s):** Enter the number of other eligible (U.S. citizens or permanent residents) personnel who will be traveling as part of the engagement, e.g. company manager, tour coordinator, and the cost of international travel per person covered by the festival.

## **C. In-Country Travel**

- **Ground transportation:** Enter the total cost of local transportation covered by the festival.
- **Per Diem:** Enter the amount of daily per diem per person for the engagement covered by the festival.
- **Lodging:** Enter the cost of accommodation per person covered by the festival.

## **D. Shipping**

- Enter the total cost for transporting any sets, equipment, musical instruments and/or baggage covered by the festival.

## **E. Other Eligible Costs**

- **Agent's Fees:** Enter amount of agent's fee covered by the festival.
- **International communications:** Enter the cost of any international telephone calls or mailings covered by the festival.
- **Visa application fees:** Enter cost of fees for visa applications covered by the festival.
- **Fiscal Sponsor fees:** If using a Fiscal Sponsor, enter fees charged by the Fiscal Sponsor submitting an application on behalf of the artist/ensemble covered by the festival.

## **Non-Festival Support:**

**Support from sources other than the festival should be listed in this section. Unconfirmed support should be reflected with the word *PENDING* following the description.**

## **G. Corporate/Foundation**

- Identify any corporations or foundations that are providing support for this engagement or that you have applied to for support of the engagement. Each corporation and/or foundation should be listed separately along with their respective contribution.

## **H. Other**

- Identify support from other sources, such as individual donations. Individual supporters do not have to be identified, and their support can be provided as a cumulative total of all individual donations.

## **REQUEST TO USAI**

The request to USAI should equal the difference between the total expenses and the total income for the engagement. Please note that the maximum request to USAI **cannot** exceed \$15,000.