

# FRENCH-AMERICAN JAZZ EXCHANGE | CREATIVE PROJECT GRANT

A program of FACE Foundation and Mid Atlantic Arts Foundation,  
in collaboration with the Cultural Services of the French Embassy in the United States.

## ONLINE APPLICATION BUDGET INSTRUCTIONS

The following instructions are designed to assist applicants in completing the Budget portion of the French-American Jazz Exchange (“FAJE”) Creative Project Grant online eGRANT application. Be sure to review the FAJE Creative Grant guidelines carefully to ensure that you submit a complete application. Guidelines for FAJE Creative Project Grant can be found [here](#).

Please read these directions carefully before completing and submitting your application as changes cannot be made to the budget once the eGRANT application has been submitted.

### ELIGIBLE EXPENSES

Eligible expenses supported through FAJE are:

- artist stipends
- equipment and space rentals
- fiscal sponsor fees (if applicable)
- marketing
- project-related agent/management fees
- recording and production fees
- shipping
- travel-related expenses (international airfare, domestic travel, accommodations, and per diem)
- visa fees

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

Note: FAJE will only support airfare based on economy class rates, purchased no less than 14 days prior to departure date. All FAJE project participants must obtain the required travel documentation to legally enter the United States and France.

### PROJECT BUDGET EXPENSES

#### A. Stipends

- **Enter the following breakdown of Stipends:**

- Lead Partner(s):                      Number of Artists \_\_\_\_\_ at \_\_\_\_\_ = \_\_\_\_\_
- Collaborating Partner(s):              Number of Artists \_\_\_\_\_ at \_\_\_\_\_ = \_\_\_\_\_
- Supporting Artist(s):                      Number of Artists \_\_\_\_\_ at \_\_\_\_\_ = \_\_\_\_\_

#### B. International Travel

- **Lead Partner(s) Number of artist(s):** Enter the number of Lead Partner artists who will be traveling as part of the project (Lead partners only, this number cannot exceed the number of artists listed on Lead Presenter Page)
- **Collaborating Partner(s) Number of artist(s):** Enter the number of Collaborating Partner artists who will be traveling as part of the project (Collaborating Partners only, this number cannot exceed the number of artists listed on Collaborating Partner page)

#### C. In-Country Travel

- **Lead Partner(s) Ground transportation:** Enter the total cost of local transportation within the country throughout the project. Ground transportation refers to train, bus, taxi, automobile or shuttle services used to transport the artist/ensemble between airport, accommodations, rehearsals, and performances. (Lead partners only, this number cannot exceed the number of artists listed on Lead Partner Page)
- **Lead Partner(s) Per Diem:** Enter the amount of daily per diem per person during their time within the country. (Lead partners only, this number cannot exceed the number of artists listed on Lead Partner Page)
- **Lead Partner(s) Lodging:** Enter the cost of accommodation per person during their time within the country. (Lead Partners only, this number cannot exceed the number of artists listed on Lead Partner Page)
- **Collaborating Partner(s) Ground transportation:** Enter the total cost of local transportation within the country throughout the project. Ground transportation refers to train, bus, taxi, automobile or shuttle services used to transport the artist/ensemble between airport, accommodations, rehearsals, and performances. (Collaborating Partners only, this number cannot exceed the number of artists listed on Collaborating Partner page)

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### ONLINE APPLICATION BUDGET INSTRUCTIONS (Continued)

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- **Collaborating Partner(s) Per Diem:** Enter the amount of daily per diem per person during their time within the country. (Collaborating partners only, this number cannot exceed the number of artists listed on Collaborating Partner Page)
- **Collaborating Partner(s) Lodging:** Enter the cost of accommodation per person during their time within the country. (Collaborating Partners only, this number cannot exceed the number of artists listed on Collaborating Partner Page)

#### D. Other Eligible Expenses

- **Equipment Rental:**
- **Facility Rental:**
- **Production:**
- **Marketing:**
- **Visa Application Fees/Travel Documentation:** Enter total cost of fees for visa applications, etc. related to the project.
- **Booking Agent/Manager's Fees:** If applicable, enter agent's fee related to the project
- **Administrative Fees Paid to Fiscal Sponsor:** If the applicant is using a Fiscal Sponsor for this application, 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 or Association Loi 1901.

#### F. Other Project Expenses (not eligible for FAJE funding, describe)

### PROJECT BUDGET INCOME COLUMNS

- List all income being provided including in-kind contributions towards project. Do not include projected support from FAJE as income.

#### I. Earned Income:

- Identify sources of income relating to the project such as ticket sales, merchandising, performance fees, etc.

#### J. Contributed Income:

- **Foundation/Corporation:** Identify any income being provided by any foundations or corporations in regards to the project. Indicate if funding/support is pending or confirmed.
- **Government:** Identify any income being provided by government entities, organizations, etc. in regards to the project. Indicate if funding/support is pending or confirmed.
- **Individuals:** Identify income being provided by any individuals, including Lead and Collaborating Partner contributions, in regards to the project.

### REQUEST TO FAJE

The request to FAJE should equal the difference between the total expenses and the total income for the project. Please note that the maximum request to FAJE **cannot** exceed \$25,000.