

ONLINE APPLICATION BUDGET INSTRUCTIONS

The following instructions are designed to assist applicants in completing the Budget portion of the USArtists International (“USAI”) online eGRANT 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 include total expenses for all eligible festival engagements for which you are seeking funding. Please read these directions carefully before completing and submitting your application.

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
- Visa fees, if applicable
- Agents’ fees related to participation in the international engagement, if applicable
- Fiscal sponsor fees related to participation in the international engagement, if applicable
- Festival application or registration fees, up to USD \$250.00, if applicable

No other expenses may be included in the budget. Only expenses for U.S. citizens and U.S. Permanent Residents should 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. Please see USArtists International Guidelines for details regarding adherence to the [Fly America Act](#).

BUDGET EXPENSES SHEET

Please ensure you have completed the following sections of the application before beginning the Budget Expenses: Engagement Information and Participant List.

All amounts should be represented in U.S. Dollars (USD).

Performance Fee

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

International Flights

- The amount of people eligible for international flight expenses is determined based on information provided on the Participant List page, as well as the number of large instruments that will require a plane ticket (if applicable)
- Total flight expenses are calculated based on estimated ticket cost using Kayak.com (or similar) and total number of tickets eligible for grant support.

Ground Transportation

- Enter the total cost of local transportation within the country/countries 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 Diems

- Enter total number of days you are eligible to request per diem support. Load in days prior to festival dates and activity dates within festival engagement dates are eligible for per diem support.
- Total per diem expenses are calculated based on total number of days, the number of travelers eligible for support based on information provided on Participant List page and daily per diem amount for each traveler.

Lodging

- Enter the cost of accommodation per person for the engagement(s). You can request support for lodging costs for days of travel to and from festival engagements, 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.
- The number of eligible nights is determined by the number of days stated in Per Diems line Budget Expenses.

Shipping

- Enter the estimated shipping costs for any sets, equipment, instruments, and/or baggage. Do not include instruments that will require a plane ticket.

Agent's Fees:

- Enter any agent fees related to artist/ensemble's participation in the festival engagement(s).

Visa Application Fees

- Enter visa application fees related to artist/ensemble's participation in the festival engagement(s).

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 Registration/Application Fees:

- Enter any festival or performing arts market registration or application fees charged to the applicant.

BUDGET INCOME SHEET

Please ensure you have completed the following sections before beginning the Budget Income Sheet: Engagement Information, Participant List, and Budget Expenses.

All amounts should be represented in U.S. Dollars (USD).

Performance Fee:

- Enter how much each festival will contribute toward artist/ensemble's performance.
- The performance fee 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.

Flights

- Enter the amount of the artist/ensemble's international flight expenses that will be covered by the festival(s)

Ground Transportation

- Enter the amount of the artist/ensemble's ground transportation expenses that will be covered by the festival(s)
- If ground transportation will be covered by the festival(s), you should count this as an in-kind contribution towards ground transportation expenses

Per Diems

- Enter the amount of the artist/ensemble's per diem expenses that will be covered by the festival(s)
- If meals will be covered by the festival(s), you may count this as an in-kind contribution towards per diem expenses

Lodging

- Enter the amount of the artist/ensemble's lodging expenses that will be covered by the festival(s)
- If lodging will be covered by the festival(s), you should count this as an in-kind contribution towards lodging expenses. If none, enter 0.

Shipping

- Enter the amount of the artist/ensemble's shipping expenses that will be covered by the festival(s, if applicable. If none, enter 0.

Agent's Fees:

- Enter amount of the artist/ensemble's agent's fee covered by the festival(s), if applicable. If none, enter 0.

Visa processing fees:

- Enter amount of the artist/ensemble's visa application fees covered by the festival(s), if applicable. If none, enter 0.

Fiscal Sponsor fees:

- Enter the amount of the artist/ensemble's fiscal sponsor fees that will be covered by the festival(s). If you are not using a fiscal sponsor this amount should be 0.

Registration/Application fees:

- Enter the amount of registration/application fees that will be covered by the festival(s). If there are no fees associated with your performance at the festival(s) this amount should be 0.

Non-Festival Support:

- Identify any corporations or foundation grants that are providing support for these engagement(s). Each corporation and/or foundation should be listed separately along with their respective contribution.
- List only confirmed awards/funding that will be used

Additional Income Sources:

- Identify support from other sources, such as individual donations, crowdsourcing platforms, etc. Each income source should be listed separately along with their respective contribution.

Budget Note:

- If you have a unique circumstance which has required you to do additional calculations that you think MAAF staff should be aware of, please indicate them here. The panelist will not see the budget note. Examples of use might include: a note that artists are flying in from different U.S. cities significantly affecting price etc.

REQUEST TO USAI

Your grant request amount is calculated based on your total expenses minus your total income from festival and grant support. Your request **cannot** exceed \$15,000. If your need exceeds \$15,000, please identify additional income sources and/or re-review what you have entered in all fields on the Budget Expenses and Budget Income sheets.

BUDGET SUMMARY

The Budget Summary pulls information from your Budget Expenses and Budget Income pages. The request to USAI equals the difference between the total expenses and the total income for the engagement(s). Please note that the maximum request to USAI **cannot** exceed \$15,000. Edits cannot be made to the budget summary page. To make

adjustments to the budget summary, revisions must be made to the fields on the Budget Expenses and Budget Income sheets.