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Description automatically generated**CARROLL COUNTY ARTS COUNCIL**

91 WEST MAIN STREET

WESTMINSTER, MARYLAND 21157

www.carrollartscenter.com

T: (410) 848 – 7272

Grant Representative: **STEPHEN STROSNIDER**

stephen@carrollcountyartscouncil.org

Office EX. 1090

**FY24 COMMUNITY ARTS DEVELOPMENT (CAD) GRANT**

**GENERAL OPERATING BUDGET** FINANCIAL REPORT

For nonprofit **Arts** Organizations ONLY.

1. Applicants must use **this** form to provide the required financial details. Applicants are given the opportunity to submit supplementary material if desired and/or complete a financial narrative within the SlideRoom application.
2. This document is locked except for the areas that allow for applicant responses ( **[** )
3. Please format values as $2.87 or $3,400.00 where the cents are accounted for.
4. Please leave any non-applicable areas blank – Do not write in zeros.
5. If the organization needs additional rows or categories to adequately reflect the budgetary needs, please request a custom financial report by contacting the Grant Representative.
6. For additional information, please reference the **Glossary of Terms** at the end of the **FY25 CAD Grant Overview, Guidelines, and Resources** document located [**here**](https://carrollcountyartscouncil.org/wp-content/uploads/2024/04/FY25-CAD-Grant-Overview-Guidelines-and-Resources.pdf) and on the website.

|  |  |  |  |
| --- | --- | --- | --- |
| **\*ORGANIZATION:** |  | | |
|  | **BUDGETED**  Most Recent Completed Year  Calendar Year 20**23** or **FY24** | **ACTUALS**  Most Recent Completed Year  Calendar Year 20**23** | **FY24** | **BUDGETED**  Calendar Year 20**24** | **FY25** |
| **INCOME** |  | | |
| **Contributed Income** |  | | |
| **\***CCAC CAD Grant |  |  |  |
| Government Grants |  |  |  |
| Foundation Grants |  |  |  |
| Business Donations |  |  |  |
| In-Kind Donations **i.** |  |  |  |
| Individual Donations |  |  |  |
| Fundraisers |  |  |  |
| Other **ii.** |  |  |  |
| **Earned Income** |  | | |
| Tuition/Registration |  |  |  |
| Admissions/Ticket Sales |  |  |  |
| Contracted Services |  |  |  |
| Advertisement Sales |  |  |  |
| Goods/Services Sold |  |  |  |
| Investment/Interest |  |  |  |
| Other **iii.** |  |  |  |
| **TOTAL INCOME\*** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGETED**  Most Recent Completed Year  Calendar Year 20**23** | **FY24** | **ACTUALS**  Most Recent Completed Year  Calendar Year 20**23** | **FY24** | **BUDGETED**  Calendar Year 20**23** | **FY24** |
| **EXPENSES** |  | | |
| **Operational** |  | | |
| Fundraising |  |  |  |
| Organization Salaries & Fees |  |  |  |
| Professional Development |  |  |  |
| Administrative Supplies |  |  |  |
| Facility/Rental |  |  |  |
| Utilities |  |  |  |
| Accessibility |  |  |  |
| Equipment Purchase |  |  |  |
| Liability Insurance |  |  |  |
| Website Hosting/Service |  |  |  |
| Print Marketing |  |  |  |
| Digital Marketing |  |  |  |
| Misc. Marketing |  |  |  |
| Bank Charges/Processing |  |  |  |
| Allocation to Cash Reserves |  |  |  |
| Other **iv.** |  |  |  |
| **Arts Programming** |  | | |
| Awards/Contributions |  |  |  |
| Facility/Rental |  |  |  |
| Equipment Rental |  |  |  |
| Artistic Personnel Fees |  |  |  |
| Educational Personnel Fees |  |  |  |
| Technical Personnel Fees |  |  |  |
| Cost of Goods for Sale |  |  |  |
| Program Supplies |  |  |  |
| Other **v.** |  |  |  |
| **TOTAL EXPENSES\*** |  |  |  |
| **NET GAIN / (LOSS)\*** |  |  |  |

If the following categories were given value, please provide specific details to help clarify:

|  |  |  |
| --- | --- | --- |
| **Contributed Income** | In-Kind Donation **i.** |  |
| **Contributed Income** | Other **ii.** |  |
| **Earned Income** | Other **iii.** |  |
| **Operational Expenses** | Other **iv.** |  |
| **Arts Program**  **Expenses** | Other **v.** |  |

* Once completed, this document should be saved and uploaded to your secure, online SlideRoom application when prompted.
* **REMINDER: THIS IS NOT THE FULL APPLICATION BUT A REQUIRED FORM TO BE COMPLETED AS A PART OF THE ONLINE APPLICATION.**

**TROUBLESHOOTING**

**1. A financial value table row is larger than the rest.** Remove/Delete any unnecessary paragraphs created by pressing “Enter” after typing an amount.

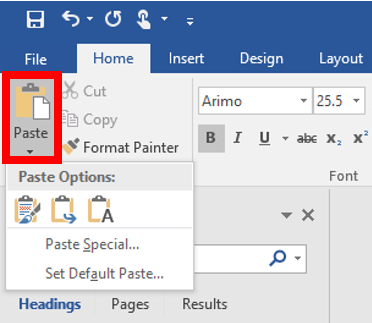


**2**. **There is not enough room in the detailed descriptions.** Because all open spaces are freely editable, the table textbox will automatically expand to show text.

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**3. When I copy and paste in figures or text, they appear in different formats.** By default, Word will paste information in its original format. To change this, you can select “Merge Formatting,” in Paste Options or you can highlight the pasted text and change the Font to Aptos, Font Style to Regular, and Font Size to 11pt.

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***Please do not hesitate to contact the Grant Representative***

***with any questions or concerns regarding the application process!***