

INSTRUCTIONS
2010 CULTURAL ARTS PRE-CONTRACT FUNDING
MATERIALS
CAPACITY BUILDING II
(Due by 10/30/2009)

REVISED BUDGET AND NARRATIVE FORM

(Fax, e-mail, or hand carry to Jesús Pantel)

jesus.pantel@ci.austin.tx.us

974-9315 (phone)

974-6379 (fax)

Section 1: Summary Information

Applicant/sponsor name and address = Organization name and address

Sponsored project = mark box if this is a sponsored project, otherwise leave blank

For Whom? = list sponsored project's name if sponsored, otherwise leave blank

Project Revision

Mark whichever box pertains to your particular situation

Revised Narrative = What, where, when for the use of your funding award =

Be concise, brief and to the point

List specific project(s)

Revised Budget Information - Income

Earned Income - List all income as it applies to the appropriate line

Item number

Pay special attention to the "hints" on line 3, 8 and 10

These will aid you to properly fill out the form

(Revised Budget and Narrative Form Continued)

Revised Budget Information - Expenses

List amounts as it applies to the appropriate line item number within each of the columns - COA (your funding award), Applicant Cash, In-Kind, Total

**NOTE: EXPENSES MUST EQUAL INCOME; Line 10=Line 17 (COA);
Line 10=Line 17 (App. Cash); Line 10=Line 17 (In-Kind);
Line 10=Line 17 (Total)**

NOTE: AN ORIGINAL SIGNATURE MUST BE PLACED ON BOTTOM OF THE FORM

Itemization

You must provide an itemization for both the **income and expense** side of your budget. There is not a form provided. You must prepare this yourself. It should be a mirror image of your budget with further explanation as to how you arrived at the amount stated for each line item number. List line item numbers on the itemization.

MANDATORY PUBLICITY STATEMENT

Both logos and verbiage must be displayed on all materials.

See our website at www.cityofaustin.org/culturalcontracts for various formats of the logos.

SPONSORSHIP AGREEMENTS

(For sponsoring organizations only)

Fill in all blanks.

Sponsorship fee can be no more than 10%.

Both an authorized official from your organization and from the sponsored entity must sign.

Keep the original form. This will become part of your contract once Pre-contract materials are completed. You will then insert this into your contract before forwarding to our office. This is your contract between your organization and the sponsoring entity.

NOTE: ALL FORMS CAN BE FOUND ON OUR WEBSITE AT WWW.CITYOFAUSTIN.ORG/CULTURALCONTRACTS.