

The Levitt AMP [Your City] Grant Awards are a matching grant opportunity in the amount of \$25,000. Total matching funds, in both cash and in-kind combined, must be equal to or greater than \$25,000. A minimum of \$12,500 (at least 50% of matching funds) must be cash.

Total matching funds may exceed the amount requested for your Levitt AMP grant, though all funds raised from grants, sponsorships and donations must be used towards your Levitt AMP [Your City] Music Series and reflected in your budget accordingly. On-site earned income—including vendor fees, food and beverage sales, and on-site audience donations at the concerts—is not required to be used towards your Levitt AMP [Your City] Music Series, but must be reported in the Final Finance Report.

I. INCOME

The total amount for each line item below should correspond with the total amounts in Section II and Section III. Total Income = Levitt AMP Grant Request + Cash Match + In-kind Match

Levitt AMP Grant Request	\$25,000
Cash Match	_____
In-kind Match	_____
TOTAL INCOME	_____

II. MATCHING FUNDS, CASH

Cash refers to cash donations, sponsorships, and grants expected to be received in support of your Levitt AMP [Your City] Music Series. List each source of cash match funds, along with the dollar amount anticipated to be received from that source.

For each cash source listed below, indicate the level of commitment from the drop down list: **Secured** means that the funds have been confirmed; **Pending** means that the source is considering your cash request, but funds have not yet been confirmed; **Unknown** means that a potential source for cash funds has been identified, but not yet approached. Amounts entered in each line item below will be rounded to the nearest dollar.

Source	Amount	Level of Commitment
Total Cash Match		

III. MATCHING FUNDS, IN-KIND

In-kind contributions are contributions of goods or services, other than cash, expected to be received in support of your Levitt AMP [Your City] Music Series. In-kind contributions may be goods such as equipment, food and beverages for artists and volunteers, portable restrooms, etc.; professional services that are donated free of charge or provided at a reduced rate that incorporate specific skills such as marketing, security, photography, etc.; or payments made directly by other entities for services used for your Levitt AMP [Your City] Music Series such as ASCAP/BMI/SESAC fees, utilities, internet, etc.

List each source and item for in-kind contributions, along with the dollar value of the contribution anticipated to be received from that source. For each in-kind source listed below, indicate the level of commitment from the drop down list: **Secured** means that the contribution has been confirmed; **Pending** means that the source is considering your in-kind contribution request, but the contribution has not yet been confirmed; **Unknown** means that a potential source for an in-kind contribution has been identified, but not yet approached. Amounts entered in each line item below will be rounded to the nearest dollar.

Source	Item	Amount	Level of Commitment
Total In-Kind Match			

IV. EXPENSES

The following expense categories are meant as a guide, based on typical expenses associated with producing an outdoor concert series. With the exception of required* budget line items, every expense line item may not apply to every applicant budget. Please review expense category descriptions for further information.

(*) Indicates a required budget line item, which can be paid with cash or received as in-kind.

Personnel, non-production*: costs associated with individuals paid to coordinate, promote and administer your Levitt AMP concert series, not including production crew.

Personnel, production*: costs associated with individuals paid specifically to work on the technical production of the concerts, including sound and lighting technicians, stagehands, etc.

Talent fees*: costs associated with contracting artists to perform during your Levitt AMP concert series. All artists must be paid for their performances.

Equipment rentals: rental costs including staging; sound equipment; lighting equipment; generators; tables, chairs, and tents for booths; etc.

Hospitality*: costs associated with providing food, water and other beverages for your performers and volunteers.

Custodial services: costs associated with ensuring that your Levitt AMP site is clean before and after concerts, including both audience and performance areas, as well as public restrooms.

Security: costs associated with hiring security to ensure a safe environment for all Levitt AMP participants including artists, staff, audiences, and volunteers. Areas to be monitored include, but are not limited to, performance and backstage areas, public audience area, public restrooms, and adjacent parking areas.

Portable restrooms: costs associated with renting portable restrooms if permanent public restrooms are not available on-site; the number of public restrooms on-site will not accommodate your expected audience size; or public restrooms are not located close enough to be easily accessed by children, seniors, or anyone with limited mobility.

ADA compliance: costs associated with modifying your Levitt AMP site in order to be compliant with the American with Disabilities Act. For guidance, consult with the entity that manages the public space and/or visit <http://www.ada.gov/>.

ASCAP/BMI/SESAC fees*: costs associated with performance rights fees. As a musician-friendly organization, the Levitt Foundation is committed to ensuring that all artists receive their due royalties.

Site: costs associated with usage of the public space for your Levitt AMP concert series, such as costs to rent the space or permit fees.

Photography: costs associated with hiring a professional photographer to capture audience and performance shots during your Levitt AMP concert series.

Insurance: coverage for your Levitt AMP concert series may include general liability, special events, etc. Consult with the entity that manages the public space for guidance and specific insurance requirements.

Administrative*: general costs associated with coordinating your Levitt AMP concert series that are not directly related to a specific expense category, including office supplies, photocopies, printing, internet, telephone, postage, etc.

2018 Levitt AMP [Your City] Budget

Applicant: _____

Advertising/Marketing*: costs associated with the promotion of your Levitt AMP concert series including print pieces, radio and television spots, online, etc.

Other: all other costs not categorized above. Include a description of each Other expense line item you list below.

For each budget line item, enter the amount to be paid in cash, whether from matching funds or your Levitt AMP grant request, and enter the amount to be covered by any in-kind contributions. The amount in the total column for each budget line item will auto-sum based on the amounts entered in the cash and in-kind columns. Amounts entered in each line item below will be rounded to the nearest dollar.

Total amount for each expense line item = cash + in-kind.

Category	Total (\$)	Cash (\$)	In-kind (\$)
Personnel, non-production*			
Personnel, production*			
Talent fees*			
Equipment rentals			
Hospitality*			
Custodial services			
Security			
Portable restrooms			
ADA compliance			
ASCAP/BMI/SESAC fees*			
Site			
Photography			
Insurance			
Administrative*			
Advertising/Marketing*			
Other:			
Other:			
TOTAL EXPENSES			

V. BUDGET COMMENTS

Use the space below if you would like to share additional information about your Levitt AMP [Your City] Music Series budget.