

Community Event Grant Funding Budget Worksheet

EVENT BUDGET

Consider the following cost items in developing your event budget. You may use this form or create your own. Be sure to include all relevant cost items listed below, whether provided in cash or through donations. (If you already have a detailed event budget that includes these cost items but itemizes or aggregates them differently, it is OK to submit your existing budget.) Indicate any expenses you expect to be donated / in-kind, and include an estimated dollar value of each donated / in-kind expense in your budget.

Promotion

Cost / Dollar Value

flyers
invitations
envelopes
postage
posters
paid advertisements (describe)
web announcements
artist / graphic designer fees
printing / copying
webmaster fees
banners¹
program
resident notification²
other (explain)

Equipment

stage
portable toilets
hand-washing stations
tables
chairs
booths
canopies
podium / microphones
sound system
other (explain)

¹ If you would like to request use of the City's banner space, please contact the City's Marketing and Special Events Coordinator at (408) 730-7674. Please note there is a fee for hanging and taking down the banners, which should be included in your budget.

² Depending on the nature and location of your event, you may need to mail a notification letter to nearby residents notifying them in advance of the event. For more information, contact the City's Community Resources Division at (408) 730-7599 or email ncs@ci.sunnyvale.ca.us.

Food

food (describe)
drinks (describe)
utensils, plates, cups, serveware, napkins
tablecloths
barbecue
ice
chafing dishes
catering fees
other (explain)

Entertainment

music
rides
games and prizes
costumes
entertainers
other (explain)

Labor (excluding volunteers)

organizing / planning staff (list/describe)
day-of-event staff (list/describe)
requested City staff / assistance (list/describe)
other (explain)

Miscellaneous

refuse disposal and recycling
miscellaneous supplies (name tags, pens, tape, scissors, etc.)
photography / videography
security
insurance
permits
facility / park rental
janitorial services
decorations: balloons, flowers, etc.
giveaways (explain)
signage
other (explain)

Total Expenses

sum all expenses listed above \$ _____
(note: requested City community event grant funds cannot exceed 40% of this number)

Projected Revenue

list and quantify any projected revenue

Net Cost

Total Expenses less Projected Revenue

Funding Requested from City Community Event Grant Program:

\$ _____

VOLUNTEERS

Please list any expected volunteer assistance.

<u>Volunteer role / task</u>	<u>Est. Hours</u>
•	
•	
•	
•	
•	
Sum of all volunteer hours:	_____
Multiply by hourly volunteer rate ³	x \$ <u>20.25</u>
Equals estimated value of volunteer time:	_____

³ The hourly volunteer rate is a “universal volunteer rate” established by the National Points of Light Foundation.