# Development Fund

## Timeline and Budget Template

Applicants may upload a project budget and timeline using the template provided or use your own. Approach the timeline/budget as a planning tool, recognizing that timelines and plans may shift. If needed, you may explain the budget in the budget narrative section of the application.

**Instructions for this form:**

1. Artist only applicants: complete Section 1, Parts A and B.
2. Team-based applicants: complete Section 1, Parts A and B, **and** Section 2, Parts A and B.
3. Upload completed document with online application.

### Section 1: Artist Timeline & Budget

#### Part A: Artist’s Development Timeline

**Instructions:**

1. List activities that funds will support. Examples: online readings, rehearsals, meetings with community organizations, hiring documenter, or writers, etc.
2. Activities should correspond with Project Narrative and Budget.
3. For date fields, use the MM/DD/YY format.
4. The first row contains an example entry that you can delete.

| **From** | **To** | **Activities** |
| --- | --- | --- |
| 9/15/24 | 10/1/24 | Something here |
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#### Part B: Artist’s Development Budget

##### Expenses

**Instructions:**

1. Please provide a budget outlining income and expenses. Please do not include the entire creation, development and presentation budget, only include costs and activities for the development phase of the project.
2. Development expenses should correspond with Project Narrative and Timeline.

| **Description** | **Amount** |
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|  | $ |
| **TOTAL** | $ |

##### Income

**Instructions:**

1. Indicate status of income, for example, if resources are pending or confirmed. Matching funds are not required.
2. Examples: Foundation X grant, in-kind services or facilities, cash,
3. earned income, donations, workshop fees, etc.
4. The first row contains an example entry that you can delete.

| **Status of Income** | **Description** | **Amount** |
| --- | --- | --- |
| Pending | Development Fund (maximum of $5,000) | $5,000 |
|  |  | $ |
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|  |  | $ |
|  |  | $ |
|  | **TOTAL** | $ |

### Section 2: Co-Commissioners Timeline & Budget

For Team-Based Applications Only

#### Part A: Co-Commissioners Development Timeline

**Instructions:**

1. List activities that funds will support. Examples: online readings, rehearsals, meetings with community organizations, hiring documenter, or writers, etc.
2. Activities should correspond with Project Narrative and Budget.
3. For date fields, use the *MM/DD/YY* format.
4. The first row contains an example entry that you can delete.

| **From** | **To** | **Activities** |
| --- | --- | --- |
| 9/15/24 | 10/1/24 | Something here |
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#### Part B: Artist’s Development Budget

##### Expenses

**Instructions:**

1. Please provide a budget outlining income and expenses. Please do not include the entire creation, development and presentation budget, only include costs and activities for the development phase of the project.
2. Development expenses should correspond with Project Narrative and Timeline.

| **Description** | **Amount** |
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|  | $ |
|  | $ |
|  | $ |
| **TOTAL** | $ |

##### Income

**Instructions:**

1. Indicate status of income, for example, if resources are pending or confirmed. Matching funds are not required.
2. Examples: Foundation X grant, in-kind services or facilities, cash,
3. earned income, donations, workshop fees, etc.
4. The first row contains an example entry that you can delete.

| **Status of Income** | **Description** | **Amount** |
| --- | --- | --- |
| Pending | Development Fund (maximum of $5,000) | $5,000 |
|  |  | $ |
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|  | **TOTAL** | $ |