

ARTICLE VI
PROJECT SUMMARY
 SUFFOLK COUNTY
 Department of Economic Development & Planning
 Cultural Arts and Film/Media Grant Funding

Applicant: _____ F.I.D. _____

Street Address (REQUIRED): _____ Award Amount:
 Town: _____ State: _____ Zip Code: _____

Mailing Address (IF Different): _____
 Town: _____ State: _____ Zip Code _____

Contact Person: _____
 Phone: _____ Fax: _____ Email: _____

Project Name: _____

Description of Project: (Please make sure this Cultural Tourism project reflects project description as awarded)

Detailed Budget

| <u>Budget Line</u> | <u>Quantity</u> | <u>Total</u> |
|--------------------|-----------------|--------------|
|--------------------|-----------------|--------------|

Program Staff

| | | |
|----------|-----------|--|
| Staff 1: | | |
| Staff 2: | | |
| Staff 3: | | |
| Staff 4: | | |
| | Sub Total | |

Contracted Services

| | | |
|----------------------|-----------|--|
| Artistic Personnel: | | |
| Technical Personnel: | | |
| Marketing: | | |
| Other | | |
| | Sub Total | |

Equipment

| | | |
|--------|-----------|--|
| Item1: | | |
| Item2: | | |
| Item3: | | |
| Item4: | | |
| | Sub Total | |

Supplies

| | | |
|---------|-----------|--|
| Item 1: | | |
| Item2: | | |
| Item3: | | |
| Item4: | | |
| | Sub Total | |

Total must equal grant award, not the grant request. Total

All change requests must be approved by EDP Staff.

PROGRAM BUDGET

EXPLANATION OF COSTS

SUFFOLK COUNTY
Department of Planning
Cultural Arts and Film/Media Grant Funding

SUFFOLK COUNTY MUST VERIFY THAT ALL EXPENSES ARE BEING CHARGED TO THE PROJECT

- I. **PROGRAM STAFF:** Describe the duties of the staff (employee of the contract agency) with respect to this project activity. What percentage of effort is being charged to the project activity?

- II. **CONTRACTED SERVICES:** Describe the activity or service and its relevance to the approved project.

- III. **EQUIPMENT:** Identify the items to be rented or purchased along with costs. In the case of ongoing costs (e.g. rent and utilities) funds may only be used to cover that portion directly attributable to the program.

- IV. **SUPPLIES:** Identify supplies to be purchased, itemize costs and explain relevance to the project.