

## **Sample Urban Arts Fund Budget Worksheet**

The following list is intended as a guide in developing a budget for an Urban Arts Fund mural project. A contingency to cover unexpected costs is highly encouraged.

### **Artist Fee (suggested 20-25% of total project budget)**

This fee should take into consideration the development of the concept design, the final design approved by the UAF steering committee, and the time involved in the contracting process and compilation of all required documents.

### **Materials and Supplies**

- Itemized list of all materials and supplies of mural project

### **Installation of Mural**

- Labor - include pay per hour/day/week for all people involved in the project
- Cost of equipment, traffic barriers, city permits, etc.

### **Transportation Costs**

- Cost to transport materials and any other work components to the site
- Parking fees (parking lot and/or meter parking)
- Storage of materials, tools or equipment (if necessary)

### **Insurance**

- Automotive Liability
- Transportation Insurance Coverage

### **Contingency (suggested 10-15% of total project budget)**

- This should cover any unforeseen costs associated with the project