

This is a sample project budget and timeline worksheet for your consideration while preparing your CSP Membership Engagement Grant proposal. It includes common items, all of which may or may not apply to your specific project.

<b>Items (these will vary with individual projects)</b>	<b>Amount</b>	<b>Description</b>
Artist, Project Manager, or Curatorial Stipend		Stipend for labor on behalf of artist, curator, project manager etc
Participant Stipends		Stipends for participants (not to exceed XX each or total)
Materials Fees		Paper, Ink, Production Costs.
Archiving and Documentation Fees		Cost to photograph, scan, or document/archive artwork and production process
Packaging Fees		Cost to package final project. (Glassine, folders, interleaving, etc.)
Shipping Fees		Cost to ship artwork to CSP for archive, or to distribute portfolios to participants
Framing/Presentation Fees		Cost to frame/exhibit artwork(s) (if applicable)
Research Fees		If applicable
Travel Fees		If applicable
Design Fees		Cost to design catalog, colophon, or marketing materials
Venue Fees		If renting a physical exhibition space
Other		
Other		
<b>Possible Project Timeline</b>	<b>Dates</b>	<b>Notes</b>
Phase I - Invite or identify participants		1 month to confirm participants and obtain signed contracts
Phase II - Pre-production meeting and overview		1 meeting (virtual or in-person) to discuss project goals and answer participant's questions
Phase III - Production phase		Artists have XX to complete artwork, draft descriptions or narratives about the work
Phase IV - Collection of Artwork		Project manager to collect/receive completed works
Phase V - Documentation and Distribution of Artwork		Project manager to collect photographs from participants, or photograph/scan artworks, or hire professional photographer
Phase VI - Exhibition (Virtual or physical)		If applicable
Other		
Other		
Other		