



Residency Budget Worksheet

Artist in Residence

Southern Alleghenies Museum of Art
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Please type or print clearly in ink: **HOST ORGANIZATION:** _____

Eligible Expenses are residency expenses that are eligible for a matching grant from SAMA. Residencies that are 5-days or 20-days with an individual artist are eligible for a 50% match from SAMA. A 15-day residency is eligible for only a 40% match. A 10-day residency is eligible for only a 30% match.

Examples Below: 20-day residency requiring a 50% match from the school or host. A 15-day residency will require a 60% match from the school or host. A 10-day residency will require a 70% match from the school or host. **Amounts below are calculated at a \$200/day Artist's fee:**

Residency Length	SAMA		To be funded by the Host Organization				Total Cost of Residency
	Percentage	Dollars	Percentage	Dollars	10% Admin Fee	Total Cost for Host Organization	
5 Days	50%	\$500	50%	\$500	\$100	\$600	\$1,100
10 Days	30%	\$600	70%	\$1,400	\$200	\$1,600	\$2,200
15 Days	40%	\$1,200	60%	\$1,800	\$300	\$2,100	\$3,300
20 Days	50%	\$2,000	50%	\$2,000	\$400	\$2,400	\$4,400

I. Planning & Residency Days

Number of Planning Days (maximum of 3 days/20-day residency, maximum of 1 day/10-day residency) (A) _____

Number of Residency/Teaching Days (min. of 17-days for a 20-day residency) (B) _____

Total Number of Days (A+B) (C) _____

Artist Fee per Day (min. \$200, artist/artists are free to negotiate a higher fee. Max. match \$300) (D) \$ _____

Total Artist Fees [(C) X (D)] (E) \$ _____

II. Travel Expenses: Mileage (only applicable when the artist travels 50 miles or more, one way per day, to the residency site)

Miles per Day (from mile one, if over 50 miles one way per day) (F) _____

Total Mileage [(C) X (F) X \$0.66] (G) \$ _____

III. Materials will be supplied by the Host Organization

IV. Total Eligible Expenses

(E (Artist Fees) + G (mileage)) = (H) \$ _____

V. Funding Requested

Administrative Fee 10% of (E) Total Artist Fees (I) \$ _____

Total Funds paid by Host Organization

(H) Total Eligible Expenses \$ _____ x 0.50 = \$ _____

(I) Administrative Fee \$ _____

Add the 2 amounts above for your total Host Organization funds (J) \$ _____

Amount of Funds requested from SAMA

(H) Total Eligible expenses minus (J) Total funds paid by Host Organization = (K) \$ _____

*Please be sure to check the mileage for an artist before submitting a Residency Request Form. SAMA cannot guarantee money for mileage due to the uncertainties of grants. SAMA uses mapquest.com to verify mileage.