

Worksheet Instructions:

In the worksheet below, please provide details for each of the expense and income line items relevant to your thesis project. (If a particular category is not pertinent to your project, you may leave it blank.) Click the “+” to add rows as needed in each section.

Expenses: For each detailed line item, fill in the description of the expense, and tab across the provided columns to input the following:

- **Date:** anticipated date when the funds will be expended.
- **Cash Spent prior to 9/1/2018:** cash expenditures you have made before 9/1/2018.
- **Cash Expenses proposed 9/1/2018-8/31/2019:** all cash (including the funds requested from PGF-USA) you expect to spend for the project during the grant period.
- **In-kind Expenses:** the value of contributed goods/services, including your time.
- **PGF-USA:** expenses that you propose to be covered by PGF-USA monies. This itemizes how you plan to allocate the funds you are requesting from PGF-USA throughout your overall budget.

Income: List all sources of income, including funds that are pending, but have not yet been confirmed; indicate when you expect to hear from prospective source(s).

Key worksheet tips:

- **The total of all income should be greater than or equal the total of all expenses.** If this is not the case, please go back and make necessary corrections to ensure that your budget balances.
- Formulas that automatically calculate the subtotal for each column as well as overall totals are embedded in the sheet. However it is your responsibility to ensure that your budget is accurate and complete.

Budget Worksheet

Expenses

View: [Summary](#) | [Detail](#)

| | Item | Date | Cash Spent prior to 9/1/18 | Cash Expenses proposed 9/1/18-8/31/19 | In-kind Expenses | Total Costs | PGF-USA |
|-----------------------|------------------------------|-----------------------|----------------------------|---------------------------------------|------------------|-------------|----------|
| <u>Above the line</u> | | | | | | | |
| Director | | | | | | | |
| | Director/Writer/Producer Fee | Sept. 2018 - May 2019 | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | N/A |
| Subtotal | | | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | \$0.00 |
| Creative fees | | | | | | | |
| Subtotal | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Talent costs | | | | | | | |
| | PRINCIPAL ACTOR: KALI | 11/15/18 - 11/18/18 | \$0.00 | \$550.00 | \$0.00 | \$550.00 | \$550.00 |
| | SUPPORTING ACTOR: MEL | 11/15/18 - 11/18/18 | \$0.00 | \$550.00 | \$0.00 | \$550.00 | \$550.00 |
| | SUPPORTING ACTOR: LEE | 11/15/18 - 11/18/18 | \$0.00 | \$550.00 | \$0.00 | \$550.00 | \$550.00 |

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| | SUPPORTING ACTOR: AUNT TERRY | 11/16/18 | \$0.00 | \$175.00 | \$0.00 | \$175.00 | \$175.00 |
| | SUPPORTING ACTOR: BASQUAL | 11/17/18 | \$0.00 | \$175.00 | \$0.00 | \$175.00 | \$175.00 |
| | SUPPORTING ACTOR: JESS | 11/18/18 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | \$100.00 |
| | CAFE CUSTOMER #1 | 11/17/18 | \$0.00 | \$50.00 | \$0.00 | \$50.00 | \$50.00 |
| | CAFE CUSTOMER #2 | 11/17/18 | \$0.00 | \$50.00 | \$0.00 | \$50.00 | \$50.00 |
| | CAFE CUSTOMER #3 | 11/17/18 | \$0.00 | \$50.00 | \$0.00 | \$50.00 | \$50.00 |
| | CAFE EXTRAS (6) | 11/17/18 | \$0.00 | \$0.00 | \$300.00 | \$300.00 | \$0.00 |
| | ART GALLERY EXTRAS (10) | 11/18/18 | \$0.00 | \$0.00 | \$500.00 | \$500.00 | \$0.00 |
| Subtotal | | | \$0.00 | \$2,250.00 | \$800.00 | \$3,050.00 | \$2,250.00 |
| Rights | | | | | | | |
| Subtotal | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other: specify | | | | | | | |
| Subtotal | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| <u>Pre-production</u> | | | | | | | |
| Research | | | | | | | |
| | Director's Travel | | \$0.00 | \$0.00 | \$300.00 | \$300.00 | \$0.00 |
| | NYC's Mayor's Office of Film, TV, & Broadcasting Permit Application Fee | August 2018 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 |
| | Audition Space | August 2018 | \$115.00 | \$0.00 | \$0.00 | \$115.00 | \$0.00 |
| | Table Read Space | September 2018 | \$0.00 | \$230.00 | \$0.00 | \$230.00 | \$0.00 |
| | Hospitality (Meal for Table Read) | September 2018 | \$0.00 | \$250.00 | \$0.00 | \$250.00 | \$0.00 |
| Subtotal | | | \$415.00 | \$480.00 | \$300.00 | \$1,195.00 | \$0.00 |
| Photography | | | | | | | |
| | Photographer (Locations) | | \$0.00 | \$0.00 | \$100.00 | \$100.00 | \$0.00 |
| Subtotal | | | \$0.00 | \$0.00 | \$100.00 | \$100.00 | \$0.00 |
| Other: specify | | | | | | | |
| Subtotal | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| <u>Production</u> | | | | | | | |
| Travel | | | | | | | |
| | Director's Flight (SFO - NYC) | 11/13/18 - 11/20/18 | \$0.00 | \$350.00 | \$0.00 | \$350.00 | \$350.00 |
| | Associate Producer Travel (SFO - NYC) | 11/13/18 - 11/20/18 | \$0.00 | \$350.00 | \$0.00 | \$350.00 | \$350.00 |

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|---------------------------------|---|------------------------------------|--------|------------|------------|------------|------------|
| | In Kind Equipment (Checked Baggage) | 11/13/18 - 11/20/18 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | \$200.00 |
| Subtotal | | | \$0.00 | \$900.00 | \$0.00 | \$900.00 | \$900.00 |
| Equipment & Supplies | | | | | | | |
| | C300 Mark II (Camera Kit) | 11/15/18 - 11/18/18 | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | \$0.00 |
| | Camera Lenses/Accessories | 11/15/18 - 11/18/18 | \$0.00 | \$0.00 | \$3,600.00 | \$3,600.00 | \$0.00 |
| | Lighting Kit (Source Four & Intellytech) | 11/15/18 - 11/18/18 | \$0.00 | \$0.00 | \$600.00 | \$600.00 | \$0.00 |
| | EQ RENTAL (Shoulder Rig) | 11/15/18 - 11/18/18 | \$0.00 | \$345.00 | \$0.00 | \$345.00 | \$345.00 |
| | EQ RENTAL (Monitor) | 11/15/18 - 11/18/18 | \$0.00 | \$625.00 | \$0.00 | \$625.00 | \$625.00 |
| | EQ RENTAL (Flags w/ Frames) | 11/15/18 - 11/18/18 | \$0.00 | \$160.00 | \$0.00 | \$160.00 | \$160.00 |
| | EQ RENTAL (C-Stands) (4) | 11/15/18 - 11/18/18 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | \$200.00 |
| | EQ RENTAL (Sandbags) (6) | 11/15/18 - 11/18/18 | \$0.00 | \$150.00 | \$0.00 | \$150.00 | \$100.00 |
| | MEDIA: 3 (1TB Hard Drives) | 11/15/18 - 11/18/18 | \$0.00 | \$330.00 | \$0.00 | \$330.00 | \$330.00 |
| | Sound Expendables | 11/15/18 - 11/18/18 | \$0.00 | \$45.79 | \$0.00 | \$45.79 | \$45.79 |
| Subtotal | | | \$0.00 | \$1,855.79 | \$5,700.00 | \$7,555.79 | \$1,805.79 |
| Staff | | | | | | | |
| | Director Photography | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | \$2,000.00 |
| | Art Director | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Production Manager | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Gaffer | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$800.00 | \$0.00 | \$800.00 | \$800.00 |
| | 1st Assistant Camera | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$600.00 | \$0.00 | \$600.00 | \$600.00 |
| | 2nd Assistant Camera | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$400.00 | \$0.00 | \$400.00 | \$400.00 |
| | Sound Recordist | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$1,200.00 | \$0.00 | \$1,200.00 | \$1,200.00 |

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|-------------------------------|--------------------------------------|------------------------------------|--------|------------|------------|-------------|------------|
| | Boom Operator | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$0.00 | \$500.00 | \$500.00 | \$0.00 |
| | Production Assistant | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$0.00 | \$500.00 | \$500.00 | \$0.00 |
| | Hair & Make Up | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$800.00 | \$0.00 | \$800.00 | \$800.00 |
| | Costume Designer | (Shoot & Prep) | \$0.00 | \$800.00 | \$0.00 | \$800.00 | \$800.00 |
| | Assistant Director | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$800.00 | \$0.00 | \$800.00 | \$800.00 |
| | Associate Producer | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$0.00 | \$800.00 | \$800.00 | \$0.00 |
| | On Set Photographer | (Shoot: 11/15/18 - 11/18/18) | \$0.00 | \$0.00 | \$500.00 | \$500.00 | \$0.00 |
| | Subtotal | | \$0.00 | \$9,400.00 | \$2,300.00 | \$11,700.00 | \$9,400.00 |
| Other: specify | | | | | | | |
| | Location Fees (Smooch Cafe) | 11/17/18 - 11/18/18 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | \$200.00 |
| | Location Fees (Brownstone Home) | 11/15/18 - 11/16/18 | \$0.00 | \$0.00 | \$300.00 | \$300.00 | \$0.00 |
| | Cleaning Fee (Brownstone) | | \$0.00 | \$150.00 | \$0.00 | \$150.00 | \$150.00 |
| | Craft Services (Meals for Cast/Crew) | 11/15/18 - 11/18/18 | \$0.00 | \$1,200.00 | \$0.00 | \$1,200.00 | \$1,200.00 |
| | Wardrobe | 11/15/18 - 11/18/18 | \$0.00 | \$500.00 | \$500.00 | \$1,000.00 | \$500.00 |
| | Subtotal | | \$0.00 | \$2,050.00 | \$800.00 | \$2,850.00 | \$2,050.00 |
| <u>Post-production</u> | | | | | | | |
| Editing costs | | | | | | | |
| | Editor | 1/15/19 - 2/15/19 | \$0.00 | \$2,400.00 | \$0.00 | \$2,400.00 | \$2,400.00 |
| | Color Correction | 2/16/19 | \$0.00 | \$400.00 | \$0.00 | \$400.00 | \$400.00 |
| | Sound Mixer | 2/1/19 - 2/8/19 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Composer | 2/1/19 Flat | \$0.00 | \$800.00 | \$0.00 | \$800.00 | \$800.00 |
| | Sound Editor/Designer | 3/15/19 - 3/30/19 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | \$1,500.00 |
| | Post Production (Drives, Etc.) | | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$500.00 |
| | Assistant Editor | | \$0.00 | \$0.00 | \$1,200.00 | \$1,200.00 | \$0.00 |
| | Subtotal | | \$0.00 | \$6,600.00 | \$1,200.00 | \$7,800.00 | \$6,600.00 |

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|-----------------------|---------------------------------------|------------------|----------|-------------|-------------|-------------|-------------|--------|
| Finishing costs | | | | | | | | |
| | Music Licensing Fee | | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$500.00 | |
| | Subtotal | | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$500.00 | |
| Staff | | | | | | | | |
| | Subtotal | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other: specify | | | | | | | | |
| | Subtotal | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| <u>Distribution</u> | | | | | | | | |
| Publicity | | | | | | | | |
| | Festival Fees (50 Festivals) | 4/1/19 - 8/31/19 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | \$2,000.00 | |
| | The Roxie Theater (San Francisco, CA) | | \$0.00 | \$200.00 | \$0.00 | \$200.00 | \$200.00 | |
| | The New Parkway (Oakland, CA) | | \$0.00 | \$400.00 | \$0.00 | \$400.00 | \$400.00 | |
| | Uniondocs (Brooklyn, NY) | | \$0.00 | \$300.00 | \$0.00 | \$300.00 | \$300.00 | |
| | MoCADA Gallery Space (Brooklyn, NY) | | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$500.00 | |
| | Travel (Director) | | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | \$0.00 | |
| | Subtotal | | \$0.00 | \$3,400.00 | \$2,000.00 | \$5,400.00 | \$3,400.00 | |
| Duplication | | | | | | | | |
| | DVDs | | \$0.00 | \$100.00 | \$0.00 | \$100.00 | \$100.00 | |
| | DCP (Harddrive & Transfer) | | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$500.00 | |
| | Subtotal | | \$0.00 | \$600.00 | \$0.00 | \$600.00 | \$600.00 | |
| Website | | | | | | | | |
| | Website Manager | 4/1/19 - 8/31/19 | \$0.00 | \$150.00 | \$0.00 | \$150.00 | \$150.00 | |
| | Subtotal | | \$0.00 | \$150.00 | \$0.00 | \$150.00 | \$150.00 | |
| Other: specify | | | | | | | | |
| | Subtotal | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL EXPENSES | | | \$415.00 | \$28,185.79 | \$18,200.00 | \$46,800.79 | \$27,655.79 | |

Income

| | Income source | Application date | Notification date | Income Received | Income Pending | Total Income |
|--|----------------------|-------------------------|--------------------------|------------------------|-----------------------|---------------------|
| | Barbara Hammer Award | May 2018 | May 2018 | \$1,000.00 | \$0.00 | \$1,000.00 |

| | | | | | | |
|------------------|--|--|--|-------------|-------------|-------------|
| Subtotal | | | | \$1,000.00 | \$0.00 | \$1,000.00 |
| In-kind Expenses | | | | \$18,200.00 | | \$18,200.00 |
| PGF-USA | | | | | \$27,655.79 | \$27,655.79 |
| TOTAL INCOME | | | | \$19,200.00 | \$27,655.79 | \$46,855.79 |