



# Residency Budget Worksheet

Southern Alleghenies Museum of Art  
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Please type or print clearly in ink:

**Eligible Expenses** are residency expenses which are eligible for a matching grant from SAMA. Only residencies that are 20 total days with an individual artist are eligible for a 50% match from SAMA. A 15 day residency is eligible for only 40% matching funds. A 10 day residency is eligible for only a 30% match.

A 20 day residency will require a 50% match from the school or host. A 15 day residency will require a 60% match from the school. A 10 day residency will require 70% match from the school.

## I. Planning & Residency Days

- Number of Planning Days (max. of 3 days for a 20 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. \$185, artist/host are free to negotiate a higher fee) (D) \$ \_\_\_\_\_
- Total Artist Fees [(C) X (D)] (E) \$ \_\_\_\_\_

## II. Travel Expenses

- Mileage: (only applicable when artist travels 50 miles or more, one way, to residency site)\*
- Miles per Day (from mile one, if over 50 miles) (F) \_\_\_\_\_
- Total Mileage [(C) X (F) X \$0.51] (G) \$ \_\_\_\_\_

## III. Total Eligible Expenses

- (E + G) (H) \$ \_\_\_\_\_

## IV. Funding Requested

- Amount Requested from SAMA  
(cannot be more than half of Total Eligible Expenses) (I) \$ \_\_\_\_\_
- Amount of Matching Funds  
(must be at least half of Total Eligible Expenses) (J) \$ \_\_\_\_\_
- Administration Fee (10% of J) (K) \$ \_\_\_\_\_
- Total Funds paid by School (J+K) (L) \$ \_\_\_\_\_

Source of Matching Funds: \_\_\_\_\_

Matching Funds are:  Secured  Pending

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

\*\*Administration Fee is 10% of Total Eligible Expenses (J)