

**New Hampshire State Council on the Arts
Percent for Art
Budget Form**

This form is required for Site-Specific Commissions and Existing Artworks.

ARTIST NAME: _____

BUDGET ITEM	COST
Execution of Artwork: This is the artist fee.	
Materials: Include only the costs directly related to this particular proposal.	
Studio Rental: Include this cost only if renting space specifically to create this artwork.	
Studio Utilities: Heat, electricity and telephone prorated for the amount relevant to the execution of this particular artwork.	
Installation: Artworks that are over 3' x 3' must be installed by the artist (under this size can be installed by NHSCA). When calculating a budget for installation, take into account all aspects of installation from start to finish.	
<ul style="list-style-type: none"> • If an artwork is 2-dimensional, it must be framed; the artwork must be securely mounted into the frame and be able to resist warping when a metal security bar is placed on the back of the frame. No "unfinished" wood frames will be accepted. 	
<ul style="list-style-type: none"> • If artwork is 3-dimensional, it must be securely mounted to a surface; include cost for an appropriate base, fasteners, mounts, etc. 	
<ul style="list-style-type: none"> • Include engineering studies if needed. 	
<ul style="list-style-type: none"> • Include any required rental equipment (i.e., scaffolding, scissor lift, ladder, stud finder, etc.) 	
<ul style="list-style-type: none"> • Include any sub-contractor fees. 	
Travel: Include anticipated trips for meetings with NHSCA staff, securing of materials and installation of artwork. Calculate mileage at 54¢ per mile.	
General Liability Insurance:	
<ul style="list-style-type: none"> • Artists receiving contracts for Percent for Art Commissions and acquisitions requiring installation are required by the State Attorney General to have General Liability Insurance. 	
<ul style="list-style-type: none"> • The insurance should cover the artwork during transportation and delivery, and the artwork, artist and general public while the artist is installing artwork on-site. This item can include an amortized amount of insurance proportional to the scope of the proposed artwork as it relates to yearly activity. An estimate/average can be \$200 - \$600 depending on the scale of the project and installation. Note: If you do not have General Liability Insurance please leave this blank. 	
Scale Model/Maquette/Sample Elements: Budget for this if there are particularly challenging engineering or fabrication challenges that need to be met before embarking on the proposed artwork.	
Other: Please explain.	
Contingency: Please build in a contingency appropriate to the scope of your proposal; typical ranges are 5% - 10% of total project budget.	
TOTAL BUDGET =	