

Artist's Book Application Materials Budget

This is a protected sheet. Complete only the areas highlighted in yellow. See additional instructions below.

[1] Applicant Name: _____

[2] Project Name: _____

[3] Project Total: _____

	[4] Material Description	[5] Supplier	[6] Price	[7] Quantity	[8] Shipping	[9] Line Total
1						
2						
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20						

[10] Project Total _____

[11] If your project is over the provided \$750 materials stipend, please explain how the additional cost will be covered:

Directions:

- All prices should be in U.S. dollars (\$)
- This budget is for book materials *only*. Do not include costs for the artist stipend, travel, meals, or other incidental living costs.
- There are always misprints and losses with editioned works of art, so we aim to make about 30% more than the anticipated final edition size. This means that if you're aiming for an edition of 50, you should budget for materials required to make 65 books.
- We ask that you factor in shipping costs because WSW is in a rural area and most supplies cannot be purchased locally.
- In general, you will not need to account for tools. Resident artists have access to all of WSW's tools and equipment (i.e. squeegies, brayers, awls, etc). If you think you'll need something special to complete your project, please include it in your budget.
- WSW reserves the right not to review applications that have incomplete budget information. This does not mean that all 20 line items need to be filled in, but we expect to see price and quantity for all materials, plus shipping if necessary.
- When complete, you can scan or photograph this document and add it to your Submittable application.

[1] Enter your name exactly as it appears on your other application materials.

[2] Enter the proposed title of your artist's book.

[3] When complete, take the number from **[10]** Project Total and copy it here.

[4] Enter a brief description of each material required for your project (i.e. Reeves BFK).

[5] The name of the business from which you plan to purchase materials.

[6] The base price of each material. This does not need to be listed as a price per single unit. If you plan to purchase something as a pack, case, set, etc. then list that price.

[7] The quantity required of each material. As with Price, your quantity should reflect whether an item is sold individually or in a pack, case, set, etc. If you require 3 packs of 50 items, enter 3 rather than 150. If the quantity you need is between unit sizes, then round up (i.e. you need 9 of something, but they only come in packs of 2, so your quantity will be 5).

[8] The cost to ship each material. If you're buying multiple items from one place, you can either divide shipping costs across each, or include it on one line only.

[9] Multiply Price and Quantity, then add shipping to get the Line Total for each material.

[10] Add together all numbers in the Line Total column to get the Project Total.

[11] Leave blank if your Project Budget is \$750 or under. If your budget is over \$750, tell us how you plan to bridge the gap.