



CIVIC ART DIVISION – SAMPLE BUDGET WORKSHEET

TOTAL PROJECT COMMISSION _____	
ARTIST DESIGN FEE _____	15%
Design, Meeting, Administration/Production, Oversight during Fabrication and Installation _____	
Project Assistant (when applicable) _____	
Expenses (project specific) – <i>Air Travel</i> (when applicable) _____	
GENERAL EXPENSES _____	5%
Professional/Consultant fee – <i>Architect, Engineer</i> _____	
Conservator _____	
Fine Arts, Auto and Liability Insurance _____	
ENGAGEMENT, FABRICATION & INSTALLATION _____	70%
Community Engagement _____	
Preparatory Materials – <i>Moquettes, Samples, Working Drawings, Templates, Shop Drawings</i> _____	
Fabrication Labor – <i>Subcontractors, Fabricators or Artist</i> _____	
Fabrication Materials _____	
Storage (when applicable) _____	
Installation Materials, Equipment and Labor _____	
Permit and Inspector Fees (approx. 2% of hard cost) _____	
Display – <i>Framing, Lighting, Pedestals, Mechanical Devices</i> _____	
Site Preparation (such as <i>Sandblasting, Attachment Points, Embeds, and Footing</i>) _____	
Signage and Plaque Installation – <i>Permanent Label identifying Artwork</i> _____	
Professional Photography _____	
CONTINGENCY _____	10%