

PROJECT GRANT BUDGET REQUEST

Please round off figures to the nearest dollar.

Numbers in this column represent IN KIND contribution (not cash). The applicant assigns value to volunteer effort, use of space, or comparable items

MH funds for these together cannot be more than half of total MH ask

The only line item that requires matching cash/in-kind cost-share

MH rule of thumb: no more than \$1,000 for one talk

	MH FUNDS REQUESTED [1]	COST-SHARE Cash [2]	COST-SHARE In-kind [3]	LINE TOTAL [4]
A. Project Director	\$1,300	\$3,000		\$4,300
B. Fiscal Agent (business manager)	\$100		\$300	\$400
C. Secretary, Other Staff (Project Coordinator)	\$1,300	\$250.		\$1,550
D. Planning Committee			\$2,100.	\$2,100
E. Speakers, Panelists	\$1,500		\$2,000	\$3,500
Humanities Scholars	\$600		\$1,000	\$1,600
Other: 30 Volunteers			\$3,000	\$3,000
Researchers, Consultants, Writers, Technicians (Operations Manager)	\$1,300	\$250		\$1,550
G. Telephone, Postage, Shipping	\$70	\$135	\$200	\$405
H. Supplies, Printing, Duplicating	\$800		\$800	\$1,600
I. Promotion, Publicity	\$400		\$600	\$1,000
J. Travel, Meals, Lodging	\$300		\$600	\$900
K. Equipment Rental, Materials	\$1,930		\$500	\$2,430
L. Rental of Space, Custodial Service	\$400		\$600	\$1,000
M. Indirect Costs (please itemize)				\$1,000
N. Evaluation				\$600
O. Other (explain)				
TOTALS	\$10,000	\$3,635	\$13,300	\$26,935

this is likely more than one speaker -- itemize on budget explanation

these two add up to "MATCH"

"ASK"

MATCH ≥ ASK

- what work does the project entail?
- is that work fully represented here with numbers?
- are all the numbers explained in the budget explanation?
- are all MH cash expenditures legitimate? [Guidelines p. 7](#)

The relationship of the "ASK" to the cash part of the cost share ("CASH") :

- The CASH needs to be equivalent to at least 10% of the ASK.
- If the CASH is equivalent to more than 200% of the ASK, 80% of it needs to be secured before the first grant payment goes out

TIP: numbers should be divvied up by task, rather than by person. If one person has more than one task, s/he should show up more than once on the budget explanation