

PROJECT GRANT SAMPLE BUDGET REQUEST FORM

Organizations must demonstrate at least a one-to-one in-kind and/or cash cost-share. The cash cost-share must equal or exceed 10 percent of the MH funds requested, and the total cost-share (cash *and* in-kind) must equal or exceed the MH funds requested.

The total of lines A and B may not exceed more than 50% of the total MH funds requested. Line A must be matched, at least equally, in cash.

Please estimate all of your cash and in-kind efforts. Some common in-kind contributions are the use of facilities, supplies donated to the project, and volunteer time. Paid staff time dedicated to the project covered by the grant should be recorded in the cash cost-share column; all volunteer time should be recorded in the in-kind cost-share column. In Massachusetts, volunteer time is valued at approximately \$20 per hour. Numbers in the in-kind column represent contributions that are NOT cash. Assign values to volunteer effort, use of space, donated items, and other non-cash contributions.

Please round off figures to the nearest dollar, and please ensure that the total of lines A and B together may not exceed more than 50% of the total MH funds requested.

	MH FUNDS REQUESTED [1]	COST-SHARE Cash [2]	COST-SHARE In-kind [3]	LINE TOTAL [4]
A. Project Director	\$1,300	\$3,000	\$2,000	\$6,300
B. Staff at Sponsoring Organization	\$1,100			\$1,600
C. Project (Humanities) Scholar	\$1,000			\$1,500
D. Speakers, Panelists, Moderators, Scholars	\$800		\$800	\$1,600
E. MH rarely pays honoraria/stipends over \$500 for one person at one event.				
F. MH funds CANNOT exceed \$1,000 for one person at one event		\$900		
G.	\$250			
H. Promotion, Publicity Costs	\$550	\$950		\$1,500
I. Supplies: Printing, Postage, etc.	\$2,000			\$2,000
J. Equipment Rental				\$1,000
K. Rental of Space				\$500
L. Evaluation Costs	\$300			\$600
M. Other (please explain)				
TOTAL DIRECT COSTS (add lines A through M)	\$7,300			
N. Indirect Costs (MH column [1] = negotiated rate, or up to 10% of Total Direct Costs in that column)	\$730			
TOTALS	\$8,030	\$4,850	\$5,600	\$17,750

The total of lines A and B together may not exceed more than 50% of the total MH funds requested

MH funds requested on line A must be matched, at least equally, in cash

Numbers in the in-kind column represent contributions that are NOT cash. Assign values to volunteer effort, use of space, donated items, and other non-cash contributions.

MH rarely pays honoraria/stipends over \$500 for one person at one event.
MH funds CANNOT exceed \$1,000 for one person at one event

Line D has \$800 of MH funds requested which includes honoraria for two scholars giving talks. The \$800 in-kind cost share includes volunteer preparation time from the scholars

You may include indirect costs as a percentage of the total direct costs you are requesting from MH. Use your federally negotiated rate, if you have one, or you may request up to 10% of that amount.

These 2 totals add up to the cost-share, or match. That total must be equal to or greater than the total amount requested from MH

Total requested from MH

CASH cost-share needs equal at least 10% of the total requested from MH

If CASH cost-share equals 200% or more of the total requested from MH, 80% of it must be secured before receiving grant payments