

# 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. A and B (together) must also be matched, at least equally, in cash.

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

Please estimate all of your cash and in-kind efforts. Some common in-kind contributions are facilities, supplies donated to the project, and volunteer time. Paid staff time dedicated to the project but not 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 \$30/hour.

Please round off figures to the nearest dollar. Complete the budget explanation (next page).

The total MH funds requested in lines A and B (together) cannot be more than half of the total amount of MH funds requested.

The MH funds requested in line A must be matched, at least one-to-one—in cash and/or in-kind contributions.

	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		\$500	\$1,600
C. Project (Humanities) Scholar	\$1,000		\$500	\$1,500
D. Speakers, Panelists, Moderators, Scholars	\$800		\$800	\$1,600
E. Research		\$900		
F. Other				
G. Travel, Meals, Lodging	\$250			\$250
H. Promotion, Publicity Costs	\$550	\$950		\$1,500
I. Supplies: Printing, Postage, etc.	\$2,000			\$2,000
J. Equipment Rental, Materials			\$1,000	\$1,000
K. Rental of Space, Custodial Service			\$500	\$500
L. Evaluation Costs	\$300		\$300	\$600
M. Indirect Costs (please itemize)				
N. Other (please explain)				
<b>TOTALS</b>	<b>\$7,300</b>	<b>\$4,850</b>	<b>\$5,600</b>	<b>\$17,750</b>

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

Line D of this budget request 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.

This is the total amount requested from MH (sometimes called the "ask").

The CASH cost-share needs to be at least 10% of the total amount requested from MH.

If the CASH cost-share is equivalent to more than 200% of the total amount requested from MH, then 80% of it must be secured before receiving grant payments.

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