

Example Grant Budget

Remember to check that your completed budget meets the 1:1 match. In other words, the total of "HN Funds" in Column C should be half or less than half of the "Total Funds" in Column F.

Explanation should describe how you arrived at amounts.
If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	HN Funds	Cash Match	In-Kind Match	Total Funds
PERSONNEL					0
Project Director	70 hours @ \$20/hour		1,400		1,400
Administrative Staff	60 hours @ \$7.50/hour		450		450
Fiscal Agent	12 hours @ \$20/hour		240		240
Publicity Director	30 hours @ \$15/hour		450		450
Humanities Scholars (list below)					0
George Hall	\$1,500 honorarium	1,000	500		1,500
Jane Jones	\$500 honorarium		500		500
					0
					0
Other (specify below)					0
Moderator	\$200 honorarium			200	200
					0
TRAVEL AND PER DIEM					0
Project Director and Staff					0
Humanities Scholars (list below)					0
George Hall	airfare from Chicago	180			180
George Hall	\$120 per diem x 2 (HN per diem limit \$100/day)	200	40		240
Jane Jones	200 miles @ 60 cents (HN mileage limit 60 cents)	120			120
					0
COMMUNICATIONS					0

Note that the project director, administrative staff, the fiscal agent, the publicity director are all considered "administrative" expenses. Generally no more than 20% of the total ask in the "HN Funds" column can be for "administrative" expenses. If staff members are volunteering their time, the value of their work would go in the in-kind match column.

The honoraria for humanities experts is an allowable expense, up to the per-person limits of \$1,000 for the first day and \$500 per day thereafter. If the honoraria is higher than this limit, that's fine - the excess would just need to be in the "cash match" column.

Say a moderator was donating their time, which was worth \$200 - you can include donated services as in-kind match.

Printing	2000 brochures @ .15	300			300
Postage					0
Publicity	2 newspaper ads @ \$100	200			200
Other (specify below)					0
					0
SUPPLIES					0
Office					0
Equipment					0
Space Rental				200	200
					0
OTHER COSTS (specify below)					0
Donated pastries and coffee				100	100
					0
TOTALS		2,000	3,580	500	6,080

Printing expenses should be for materials directly related to the program.

Publicity could include newspaper ads, radio spots, social media ads, TV ads up to \$500 (amounts greater than \$500 for TV ads would need to go under cash match.) If any of these publicity methods are donated rather than paid, the value of the advertising can go in the in-kind match column.

If you are using your own space or a donated space for an event, you can include the going rate for the rental of that space as an in-kind expense. Only include space rental as a HN funds request or in the cash match column if you are actually paying a bill.

for the 1:1 match requirement, column C should be less than or equal to 1/2 of column F. For major grants, at least 10% of the required match total must be in cash.

Enter the Column C total as your "amount requested" in the grant application

Current match:	4,080
Minimum required match:	2,000
in cash match for major grants:	200