

SCHOLAR STIPENDS. While HN has no fixed scale, stipends or honoraria to humanities scholars have a ceiling of \$1,000 per scholar for the first day, and \$500 per day thereafter.

MILEAGE/PER DIEM RATES. Necessary travel is allowed at a rate not to exceed \$.60 per mile for privately owned automobiles. Per Diem (daily allowance for meals and lodging) may not exceed \$100 per day, per person. Air travel, where necessary, should be figured at economy rates.

ADMINISTRATIVE EXPENSES. As a rule, HN does not look favorably on proposals that request more than 20% of the total HN funds requested to support administrative expenses such as office staff for the project. Some exception will be made in areas of program emphasis. The bulk of HN funds should be used to pay humanities scholars, travel and per diem (when necessary), resources for the project, publicity to develop an audience, and production costs.

FOOD AND ENTERTAINMENT. No HN funds may be expended for entertainment, social activities or liquor. HN funds may not be used for meals or refreshments for audience participants. These items may be listed as in-kind cost share.

ADMISSION FEES. Programs should be open to the public and free of charge or at a nominal fee. If an admission fee is charged, anticipated revenue must be accounted for in the budget to show the costs it will cover.

CASH AND IN-KIND COST SHARE. The grant applicant should provide at least half of the total project costs, either through cash or in-kind contributions. (Major grants require a minimum of 10% matching cash.) The "cash match" is anything that you have to pay a specific bill for. In-kind expenses are the value of donated items or services or "in house" / administrative expenses. A suggestion for setting the value of volunteer hours is to use the Nebraska rate calculated by independentsector.org.

RETROACTIVE FUNDING. HN does not fund programs retroactively. This means that the grant must be awarded prior to the date of the program. HN recommends the applicant allow at least a one-month window for mini grant processing and approval between the application deadline and the time of the event. For major grants, the HN recommends at least two months' allowance for processing and approval.