

2018 GRANT BUDGET GUIDELINES

Please review the following guidelines carefully before submitting the two (2) required budget forms. All applications must include 1) a Budget Summary and 2) a detailed Budget Narrative. The Budget Summary and Budget Narrative forms must be downloaded from the AHF Online Grant Management site, completed and uploaded to the application. The Budget Narrative, a sample provided below, serves to explain and justify the figures listed in Budget Summary. The following information is by no means exhaustive. Applicants are strongly advised to consult with the AHF Grants Director regarding questionable items and expenses.

1. **COST SHARE:** Sponsors must provide cash or in-kind contributions to at least equal the amount of AHF outright funds requested.
2. **MATCHING FUNDS (Media Grants only):** To obtain AHF matching funds the project must raise non-federal cash contributions from a third-party. The AHF will match \$1 for every \$2 provided through third-party contributions. Third party contributions cannot be part of the sponsor's operating budget.
3. **ELIGIBLE ITEMS:** Eligible items include honoraria for the participating scholars and speakers; travel expenses and per diem for program presenters; printing and postage for promotional purposes; advertising; rental for meeting and presentation space, films, videos, interpretive exhibits, audio-visual equipment rental; office supplies; production costs for media projects; other professional fees.
4. **NON-ELIGIBLE ITEMS:** Non-eligible items include administrative costs, audience travel expenses; food and beverages other than scholar per diem; teacher stipends; purchase of films, books, video or other digital content for organizations or institutions not part of a public humanities program; purchase of electronic equipment or other permanent equipment, furniture or collection items that will have a life beyond the project period; individuals; research or stand-alone publications; study toward an academic degree; construction, restoration or acquisitions; general operating costs; administrative and scholar benefits.

Contact the AHF Grants Director with any questions regarding budget item eligibility.

BUDGET FORM INSTRUCTIONS

1. **Administration:** Administrative costs are ineligible for AHF funding. However, administrative costs can count as in-kind toward cost share. Administrative costs include expenditures for personnel such as the project director, fiscal agent, secretary, and others involved in project management. Indicate the estimated number of hours to be spent on the project when determining administrative costs.
2. **Honoraria:** Includes fees for speakers, discussion leaders and others involved in public projects. Also includes honoraria or in-kind cost sharing contributions for the humanities advisor and the advisory committee. All grant funds must be for costs incurred during the grant period. Honoraria guidelines are applicable to original

presentations only. Individuals should be compensated at a lower rate for repetitions of original presentations, subsequent programs or sessions. AHF guidelines for calculating honoraria are as follows:

<u>Participant</u>	<u>Honorarium</u>	<u>Maximum per Project</u>
Advisor/Consultant	Up to \$200/day	\$600
Speaker/Keynote - per person	Up to \$700/ presentation	\$1,400
Moderator/Discussion Leader	Up to \$200/program	\$600
Panelist	Up to \$150/program	\$300
Signer (sign language)	Up to \$45/hour	\$450

3. **Travel:** Mileage in connection with project activities is reimbursable at the rate of \$.545 per mile for privately owned vehicles. Economy class airfare (check most recent airfare rates). Per Diem for food and/or lodging can be reimbursed up to \$75 per day total. Be as precise and reasonable as possible and provide calculations.
4. **Supplies:** Consumable supplies and materials include any items that have a short-term use such as office supplies or items participants will take away from the program, such as resource materials, books, DVDs, etc. Non-consumable supplies are items that have a life beyond the project/grant and include such things as furniture and software. Purchase of non-consumable supplies from grant funds must be carefully justified. The AHF retains the right to determine the placement and use of such materials following the project, technological equipment, in particular.
5. **Facilities and Equipment:** Includes the costs of renting any necessary space and equipment. Equipment purchases are not allowable. Office and meeting space should be contributed as cost share unless rental from a non-partner organization is required.
6. **Promotions:** Printing and duplication costs should show both the type and the number of items printed or copied. Postage should be based on the number of mailers. Applicants are strongly encouraged to take advantage of bulk mailing postal rates. Advertising costs should be based on actual local rates obtained from television, radio stations, online or print media. Remember that public service announcements and other free publicity make excellent in-kind contributions. Promotion should comprise not more than 25% of the total request.
7. **Indirect Costs:** Up to 15% of the total project cost may be counted as cost sharing under the category of indirect costs. The AHF defines indirect costs as un-itemized administrative expenses such as institutional administration, grant processing, utilities, custodial services, and when not listed elsewhere, rental and telecommunication expenses, and accounting services.
8. **Other Expenses:** Use this line item for any costs that do not fit into the categories listed above. The AHF will not fund such costs unless information on specific items and rates is included.

BUDGET NARRATIVE

Example of Budget Narrative Breakout

Note: All preliminary Proposals must use the format below.

Use detailed computations and estimates to explain each line item provided in the Budget Summary, particularly AHF Grant expenses. Line item and category figures must match those provided in the Budget Summary form. Any discrepancies between the Budget Summary and Budget Narrative will render the application incomplete and ineligible for consideration. Categories, lines and columns must adhere to the following. Formal applications must use the Budget Summary and Budget Narrative forms found in the online application. *Note: the amounts that appear in this sample budget are not suggested amounts, but rather serve to demonstrate the format.*

	AHF	Cost-Share
Administration:		
a. Project Director Kevin Houston (e.g.100 hours x \$15.00)		\$1,500.00
b. Assistant Director or other key staff member Maryanne Glover (e.g. 40 hours x \$5.00)		\$ 200.00
c. Other Staff -- Publicity Worker Clark Vess, student (e.g. 12 hours x \$4.25)		\$ 51.00
d. Benefits (e.g. .26 x \$1,700.00)		\$ 442.00
SUBTOTAL	\$0	\$2,193.00

Honoraria:		
Dr. Lewis Harfield (keynote speaker)	\$700.00	
Dr. Sheila Reisman (speaker)	\$500.00	
Dr. Nelda Stillman (panelist)	\$150.00	
Dr. Harold Frost (panelist)	\$150.00	
Dr. Sean Johnson (advisory committee)		\$ 75.00
Dr. Stan Grambling (advisory committee)		\$ 75.00
SUBTOTAL	\$1,600.00	\$150.00

Travel & Per Diem:		
1. Travel		
a. Airfare		
Round trip airfare for Harfield, From Durham, N.C. to Montgomery	\$205.50	
b. Mileage		
Birmingham to Montgomery round trip for Harfield (198miles x \$.535)	\$ 88.11	
2. Per Diem		
Dr. Harfield (2 days @ \$75.00 per day)	\$150.00	
Dr. Reisman (lunch -- \$7 + dinner -- \$15)		\$ 22.00
SUBTOTAL	\$436.61	\$ 22.00

Supplies:

1. Consumable			
a. Books	\$250.00		
b. Papers, pens, folders	\$140.00		
2. Non-Consumable			
a. Software		\$ 800.00	
b. Lighting		\$1,200.00	
	SUBTOTAL	\$390.00	\$2,000.00

Promotion/Publicity:

Note: this category may total no more than 25% of total grant request

1. Printing and Duplication			
a. Promotional flyers (2,500 @ \$.28)	\$700.00		
b. Copies (sheets for handouts (500 @ \$.5)		\$ 25.00	
2. Postage			
a. Mailing of flyers (2,750 flyers @ \$.12 for bulk mailing)	\$330.00		
b. First Class Mailing -- Letters to participants, civic leaders, etc. (50 pieces @ \$.46)		\$ 20.50	
3. Advertising			
a. Article in the Eastern Daily (3 column inches @ \$30.00 per inch)		\$ 90.00	
b. Article in the Eastern Daily (3 column inches @ \$30.00 per inch)		\$ 90.00	
c. Radio announcements -- 30 second spots WRZP (3 spots @ \$30.00 each)		\$ 90.00	
WTYB (3 spots @ \$45.00 each)		\$135.00	
WLLB (2 spots @ \$30.00 each)		\$ 60.00	
	SUBTOTAL	\$1030.00	\$510.50

Facilities & Equipment:

1. Meeting Space (use of community center, 1/2 day)	\$250.00		
2. Office Space		\$250.00	
3. Equipment Rental (audiovisual @ \$150 x 2 days)	\$300.00		
	SUBTOTAL	\$550.00	\$250.00

Other Expenses:

- A.
- B.

SUBTOTAL

\$0

\$0

Indirect Expenses:

Up to 15% of total project costs

.15 x (4,006.61 + 5,125.50 = \$9,132.11)

\$1,369.82

TOTAL

\$4,006.61

\$6,496.32