

HUMANITIES FOR ALL: QUICK GRANTS
PROJECT BUDGET FORM -- October 25, 2016 Deadline

Project Title: Circling Back: The Legacy of Black Farmers and the Future of Our Food System						
Applicant Organization: Farms to Grow, Inc.						
Project Director: Dr. Gail Myers						
Total Project Budget (same as column L): \$ -						
	(OPTIONAL) AMOUNT SPENT PRIOR TO DEC 2016	+ CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$5K)	+ (OPTIONAL) MATCH cash	+ (OPTIONAL) MATCH in-kind services/materials	(OPTIONAL) ADDITIONAL FUNDS	= PROJECT TOTAL
I. PROJECT PERSONNEL						
Salaries & Benefits (itemize)						
Project Director:		\$ 1,000.00				
Other (please specify)						
Professional fees (itemize)						
Speaker Honoraria @ \$500 x5		\$ 2,500.00				
Other (please specify)						
II. PROGRAM						
Research						
Travel, lodging, and per diem						
Supplies and materials		\$ 250.00				
Equipment (rental unless purchase cost is less)						
Venue rental (for meetings, performances, etc.)		\$ 250.00				
Evaluation activities						
Program documentation						
Traditional foods prepared from farmer produce		\$ 750.00				
III. ADMINISTRATIVE (directly related to project)						
Phone						
Postage						
Internet						
Printing		\$ 250.00				
Photocopying						

IV. INDIRECT (up to 10% of requested grant funds)						
Organizational overhead or fiscal sponsor fee						
Other (please specify)						
TOTAL EXPENSES		\$ 5,000.00				\$ -

BUDGET NARRATIVE (required):

Speaker honoraria is for 4 farmers and 1 humanities expert @ \$500. Printing costs will cover flyers and cards advertising events. Food will be purchased from participating black farmers and prepared by renowned bay area chefs. Venue rental is for 3 hours x 3 events. Supplies include blank installations for evaluation /interaction.

TIPS ON HOW TO COMPLETE YOUR PROJECT BUDGET FORM:

The form contains rows for various types of expenses—project personnel, program, administrative (project related only)—and subcategories of each. Please explain expense detail, as relevant (e.g., Project Director: 25% of salary = \$12,500; Assistant: 20 hours @ \$20/hr = \$400; benefits: 20% of salary = \$4,000). If you need more rows to accurately reflect your budget, please insert extra lines to accommodate additional expense categories.

You will also need to allocate expenses on each line to the appropriate column, depending on the funding source and timing of the expenditures.

1. AMOUNT SPENT PRIOR TO DECEMBER 2016: All cash, in-kind resources, or federal funds expended on the project before DECEMBER 1, 2016 should be included in this column.

2. CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$5,000): (Required) This column should only include expenses deemed eligible by California Humanities. Eligible costs include, but are not limited to:

- Project-related programmatic and administrative salaries and fringe benefits
- Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web page design, videography, broadcast or screening expenses)
- Travel, lodging, and per-diem expenses
- Supplies and materials for program activities
- Equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing
- Marketing expenses (e.g., printing and mailing of announcements or flyers, or ad placement)
- Evaluation expenses
- Program documentation
- Food costs directly tied to project activities (alcoholic beverages are not eligible costs)
- Fiscal agent or indirect administrative fees (only up to 10% of your grant request)

3. MATCH: (Optional)

Cash on hand for use during the grant period, and/or secured commitments to provide funds, labor, equipment, and services to the project during the award period, are all eligible sources of matching contributions.

a) **MATCH-CASH:** (Optional) A cash match may be composed of cash on hand, donations, grants, and/or earned revenues that are expected or have been received for this project. Federal funding cannot be used as a cash match.

b) **MATCH-IN-KIND SERVICES/MATERIALS:** (Optional) An in-kind match refers to the fair market monetary value of any allocation by your organization or contribution by outside organizations or individuals of labor, materials, goods, or services to the project. It can include salaried staff time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated (e.g., for publicity, promotion or evaluation); public program supplies, including refreshments; and travel, lodging, and meals for project staff or participants. Applicants are expected to determine the fair-market value of these contributions.

4. **ADDITIONAL FUNDS:** (Optional) In this column, please list all projected or actual resources being applied to this project that cannot be listed in the previous columns (e.g., federal grants (NEH/NEA)). Use the budget narrative space to identify other project funders and sources of income.

5. **PROJECT TOTAL:** (Required) This column should reflect the total projected project budget, i.e., [costs incurred before December 2016 + your California Humanities grant request + your cash/in-kind non-federal match (greater than or equal to your grant request) + any additional secured or projected project funds].