

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

Project Title: <i>We Who Work</i>						
Applicant Organization: Santa Cruz Museum of Art & History (MAH)						
Project Director: Stacey Marie Garcia, Director of Community Engagement						
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	-	-	-	-	-	\$ -
Project Director: Director of Community Engagement	-	-	\$ 4,650.00	-	-	\$ 4,650.00
Executive Director	-	-	\$ 2,400.00	-	-	\$ 2,400.00
Exhibition Catalyst	-	\$ 250.00	\$ 8,150.00	-	-	\$ 8,400.00
Professional fees	-	-	-	-	-	\$ -
Hung Liu artist stipend	-	\$ 1,000.00	-	-	-	\$ 1,000.00
Public program participant honoraria	-	-	\$ 500.00	-	-	\$ 500.00
II. PROGRAM	-	-	-	-	-	\$ -
Research	-	-	-	-	-	\$ -
Travel, lodging, and per diem	\$ 155.00	\$ 250.00	\$ 250.00	-	-	\$ 655.00
Exhibition supplies and materials	-	\$ 1,550.00	\$ 1,550.00	-	-	\$ 3,100.00
Public program supplies and materials - 6 @ \$250 each	-	\$ 500.00	\$ 1,000.00	-	-	\$ 1,500.00
Equipment (rental unless purchase cost is less)	-	-	-	-	-	\$ -
Venue rental (for meetings, performances, etc.)	-	-	-	-	-	\$ -
Evaluation activities	-	-	\$ 200.00	-	-	\$ 200.00
Program documentation	-	-	-	-	-	\$ -
Other - Spanish Language translation for exhibit labels	-	\$ 300.00	\$ 500.00	-	-	\$ 800.00
Other - Artwork shipping	-	\$ 400.00	\$ 2,600.00	-	-	\$ 3,000.00
III. ADMINISTRATIVE (directly related to project)	-	-	-	-	-	\$ -
Phone	-	-	-	-	-	\$ -
Postage for newsletter	-	-	\$ 200.00	-	-	\$ 200.00
Internet	-	-	-	-	-	\$ -
Printing - exhibition postcard, newsletter, flyers	-	\$ 250.00	\$ 500.00	-	-	\$ 750.00
Photocopying	-	-	-	-	-	\$ -

IV. INDIRECT (up to 10% of requested grant funds)	-	-	-	-	-	\$ -
Organizational overhead	-	\$ 500.00	-	-	-	\$ 500.00
TOTAL EXPENSES	\$ 155.00	\$ 5,000.00	\$ 22,500.00	\$ -	\$ -	\$ 27,655.00

BUDGET NARRATIVE (required):

The Santa Cruz MAH is requesting a \$5,000 grant from Cal Humanities to support *We Who Work*, an interdisciplinary exhibition and related public programs running from March through June 2017. The MAH will allocate unrestricted funds from museum memberships (\$110,000 per year), admissions fees (\$20,000 per year), and our annual contract with the County of Santa Cruz (\$153,964) to fund the remaining \$22,655 project budget.

Staff salaries are calculated as follows:

- Director of Community Engagement - estimated 156 hours dedicated to this project
- Executive Director - estimated 41 hours dedicated to this project
- Exhibition Catalyst - estimated 416 hours dedicated to this project

Program expense detail:

- Travel and lodging includes staff mileage to/from artist studio visits, as well as mileage, per diem and two nights accommodation for artist Hung Liu in Santa Cruz.
- Exhibition supplies include paint, lights, hanging hardware and other installation materials (\$2,000); vinyl graphics and wall labels (\$600), and materials for interactive gallery activities (\$500).
- Public program supplies include materials for a projected six events at \$250 each.
- Evaluation activities include financial support for visitor surveying tools, including subscriptions to SurveyMonkey and DataHero.
- The MAH presents all interpretive materials in both English and Spanish, to best serve and reflect the members of our community.
- Artwork shipping includes travel for large-scale artworks to and from the artist's Bay Area studio and print shops to the MAH in Santa Cruz.
- Postage and shipping costs enable promotion to 2,000 households via the quarterly MAH member newsletter, as well as County-wide postcard and flyer distribution

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].

