

	A	B	C	D	E	F	G	H	I	J	K	L
1	HUMANITIES FOR ALL PROJECT GRANTS											
2	PROJECT BUDGET FORM -- February 2019 Application Deadline											
3	<b>SAMPLE FUNDED PROJECT</b>											
4	Project Title:											
5	Applicant Organization:											
6	Project Director:											
7	Total Project Budget (same as column L):	\$	23,740.00									
8		CALIFORNIA HUMANITIES GRANT FUNDS + REQUESTED (\$10K- \$20K) AMOUNT SPENT PRIOR TO JUNE 2019 + MATCH cash + MATCH in-kind services/materials + ADDITIONAL FUNDS = PROJECT TOTAL										
9	I. PROJECT PERSONNEL											
10	Salaries & Benefits (itemize)											\$ -
11	Project Director:			\$ 500.00	\$	500.00						\$ 1,000.00
12	Humanities Advisors (3)			\$ 1,500.00	\$	1,500.00						\$ 1,500.00
13	Project Staff (2)				\$	17,014.00						
14	Support Staff (3)				\$	9,936.00						
15	Project Team 10 meetings x7x2 hours @\$25(in-kind)	\$	3,500.00									
16	Professional fees (itemize)											\$ -
17	Scholars/Program presenters 4@ \$500			\$ 2,000.00	\$	2,000.00						\$ 2,000.00
18	Contracted Discussion leader(s) 3@250			\$ 750.00	\$	750.00						
19	Contracted: Walking Tour Coordinator/tour leaders			\$ 1,000.00	\$	1,000.00						
20	Contracted: Documentation			\$ 250.00	\$	250.00						
21	Exhibition installation - (volunteer labor)						\$ 1,580.00					
22	Contracted Library Art workshop leader/coord			\$ 1,000.00	\$	1,000.00						
23												\$ -
24	II. PROGRAM											\$ -
25	Research - Project director (in-kind)	\$	1,400.00									
26	Travel, lodging, and per diem			\$ 1,970.00	\$	1,970.00						\$ 1,970.00
27	Supplies and materials -- Exhibition			\$ 4,280.00	\$	4,280.00						\$ 4,280.00
28	Supplies and materials -- Programs			\$ 3,000.00	\$	3,000.00						\$ 3,000.00
29	Venue rental (for meetings, performances, etc.)	\$	1,500.00					\$ 1,750.00	\$	1,000.00		\$ 4,250.00
30	Evaluation activities											\$ -
31	Program documentation											\$ -
32	Printing - Gallery Guide			\$ 1,250.00	\$	1,250.00						
33	Printing - Promotional poster			\$ 500.00	\$	500.00						
34	Printing - Conference Program			\$ 500.00	\$	500.00						
35	Printing - Community Forum - Program/Report			\$ 500.00	\$	500.00						
36	Spanish translation services			\$ 1,000.00	\$	1,000.00						\$ 1,000.00
37												\$ -
38	III. ADMINISTRATIVE (directly related to project)											\$ -
39	Phone											\$ -
40	Postage				\$	600.00						\$ 600.00

[illegible]

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



	A	B	C	D	E	F	G	H	I	J	K	L
56	<p>1. AMOUNT SPENT PRIOR TO DEC 2018 (start of award period): All cash, in-kind resources, or federal funds expended on the project before JUNE 1, 2019 should be included in this column. This amount <b>will not</b> count towards the required 1:1 Match (see below).</p> <p>2. CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$10,000): This column should only include expenses deemed eligible by California Humanities. Eligible costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Project-related programmatic and administrative salaries and fringe benefits</li> <li>• Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc.</li> <li>• Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web page design, videography, broadcast or screening expenses)</li> <li>• Travel, lodging, and per-diem expenses</li> <li>• Supplies and materials for program activities</li> <li>• Equipment (rental, unless purchase cost is less)</li> <li>• Project-related administrative expenses including phone, postage, photocopying, and printing</li> <li>• Marketing expenses (e.g., printing and mailing of announcements or flyers, or ad placement)</li> <li>• Evaluation expenses</li> <li>• Program documentation</li> <li>• Food costs directly tied to project activities (alcoholic beverages are not eligible costs)</li> <li>• Fiscal agent or indirect administrative fees or overhead (only up to 10% of your grant request)</li> </ul>											
57	<p>3. MATCH: Each grant request must be matched <b>over the life of the project</b> by at least a 1:1 contribution of non-federal funds, in-kind services and materials, or any combination thereof. For example, if you receive a \$10,000 grant, you must provide at least \$10,000 toward the project from non-federal cash or in-kind sources, totaling in a project budget of at least \$20,000. Provision of matching funds in excess of the required 1:1 ratio is acceptable and encouraged. The match may be all cash or a combination of cash and in-kind contributions. A line-by-line match is NOT required.</p> <p>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. Cash or the value of goods, services, and labor spent on the project prior to DEC 2018, however, cannot be counted towards the required match, although your full project budget should reflect these income sources in the SPENT PRIOR TO DEC 2018 column.</p> <p>a) MATCH-CASH: 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.</p> <p>b) MATCH-IN-KIND SERVICES/MATERIALS: 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.</p>											
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59	<p>4. ADDITIONAL FUNDS: 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.</p>											
60	<p>5. PROJECT TOTAL: This column should reflect the total projected project budget, i.e., [costs incurred before JUNE 2019 + 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].</p>											
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