



2016 Budget Instructions

Budget Template: Use the Budget Spreadsheet template (Excel format) which is available on the grant page of our website www.nhhumanities.org. Once you download and save a copy to use as your own document, you may add extra lines as needed. In each line, or on a separate page, explain the basis for calculating each item in your budget. If you use a separate page, use row and column headings to identify the line item being explained, e.g. Row 30, Column B – Travel & Meals to be paid for out of requested funds. Save a copy of your proposal budget spreadsheet to use in your final report with the “actual” expenditures columns and totals filled in.

Grant Period: All program expenses and activities must take place during the grant period that you define in your proposal. Grant periods begin on the first day of the month that expenses and activities take place and end on the last day of the month during which expenses and activities cease. Final reports are due 30 days after the end of the grant period. If your grant is funded, you will be emailed instructions for completing the final report.

“Match” or “Cost Share” Requirement:

Funds requested from New Hampshire Humanities must be matched or exceeded by contributions from the applicant organization and its other sources. Applicants can meet this cost sharing requirement in one of two ways: by applying CASH to the project or by applying a COMBINATION OF CASH and the ESTIMATED VALUE OF IN-KIND (non-cash) contributions.

- At least 10% of the applicant’s cost share must be cash.
- Cash may come from the applicant’s operating budget or from project-specific sponsorships, donations, grants, registration fees, etc., from third parties.
- Matching contributions may be used for any aspect of your project and for specific items that we do not fund, such as employee benefits, audience refreshments, and paid advertising.
- Matching contributions do not need to meet or exceed the amount requested for any individual line-item, but in total they must be equal to or greater than the total requested from New Hampshire Humanities.
- Be sure to indicate the source of cash and in-kind contributions on the Budget Notes page. Keep track of contributions from third parties. A grant project’s final report must include **Project Donation Records** signed by the donor(s). Forms may be printed at _____.

Direct Expenses: Direct expenses are those costs directly attributed to the specific project. Community Project Grants may be used to pay for direct expenses only.

Salaries and Stipends for time devoted to project are direct expenses:

Grant funds may be requested to cover stipends for humanities experts involved in the project as well as for stipends or salaries of people administering it such as the project director. Calculate the amount based on the percentage of that person’s time devoted to the project at a reasonable hourly, daily, or flat rate for each person. Explain the basis for the calculation in the Budget Notes. You must include a resume for any person whose stipend or salary will be paid out of grant funds. Note that New Hampshire Humanities

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funds may not be used to pay for employee benefits (FICA, health insurance, disability insurance, workers' compensation, retirement contributions, etc.).

As an alternative to requesting New Hampshire Humanities funds for administrative stipends or salaries, an applicant may opt to count the value of a paid employee's time spent on the project as part of its own cash contribution. The value of services donated by volunteers, whether they are the project director, planning committee members, set-up and clean-up workers, ushers or others, may be included as in-kind contributions. Estimate the value based on what the individual would be paid for rendering that type of service. Be sure to have volunteers fill out a Program Donation Record.

Indirect Expenses (Overhead):

These are costs that are shared across the organization. They may be necessary to support a project yet are not specific to it. New Hampshire Humanities does not fund indirect expenses.

Travel and Meals:

A request for necessary travel expenses for key personnel may include

- economy air and ground transportation (current mileage reimbursement rate is \$.55/mile)
- incidentals such as parking and tolls
- cost of lodging up to \$100/night and meals up to \$35/day for key personnel who must travel as part of the project.

New Hampshire Humanities funds may not be used to pay for

- liquor or entertainment
- audience or participant meals or refreshments.

Technology/Software/Media:

These are items that may need to be rented or purchased for the project, such as a recording device for an oral history project; a projector or DVD player for a film discussion; CDs, DVDs, tapes, films or software. We can fund up to a maximum of \$250 for technology, software or media. In the budget notes, list items and cost per item and how items will be used when the project is over.

Materials/Supplies: Materials and supplies are things that will be used by or given to participants in the course of the project like paper, post cards, computer disks or memory sticks, etc. This may include books and other printed handouts. In the Budget Notes, list items and cost per item.

Printing/Photocopying: This includes the duplication of reading materials and promotional materials.

Promotion/Publicity: The design and production of flyers, posters, brochures, and other materials related to publicity may be included here. New Hampshire Humanities does not fund paid advertisements.

Public Program Space versus Administrative Space: The rental cost of space used to present public program(s) as part of a project may be included as a direct expense in the request. If there is no charge for use of the space, include an estimated value as an in-kind contribution. But note that the value of office and meeting space for *planning* a grant project is considered part of an organization's indirect expenses.

Questions? Contact Associate Director Susan Hatem at shatem@nhhumanities.org or 603-224-4071. Rev. 10/2/2015