

# Oklahoma Humanities Grant Application Sample Budget Form & Budget Narrative

Oklahoma Humanities Project Budget Form				
	Requested OH Funds	Cost Share		Totals
		Organizational Resources	Third Party In-Kind	
	Column 1	Column 2	Column 3	Column 4
Administration		\$3,300	\$2,440	\$5,740
Honoraria	\$7,250			\$7,250
Supplies		\$750		\$750
Publicity		\$1,200	\$1,500	\$2,700
Facilities			\$5,000	\$3,000
Travel		\$1,700		\$1,700
Other				\$0
<b>SUBTOTALS</b>	\$7,250	\$6,950	\$8,940	\$21,140
Indirect Costs (Optional)				\$0
<b>TOTAL</b>	<b>\$7,250</b>	<b>\$6,950</b>	<b>\$8,940</b>	<b>\$23,140</b>

*\*Please refer to the online application for specific definitions, federal funding regulations, and unallowable costs.*

### **Budget Narrative Justification: Administration\***

Enter a detailed description of the line items that represent the total cost for the Administration portion of the Project Budget Form. If the proposed project does not include any Administration costs, enter "N/A".

The total for administration costs for the project budget is \$5,740. A detailed description of the line item is included below:

#### Organizational Resources and Cash

Project Director: 80 hours at \$30/hr = \$2,400

Fiscal Agent: 20 hours at \$45/hr = \$900

SUBTOTAL = \$3,300

#### Third Party In-kind

Library Director, 20 hours at \$47/hr = \$940

Library Assistant, 60 hours at \$25/hr = \$1,500

SUBTOTAL = \$2,440

**Budget Narrative Justification: Honoraria\***

Enter a detailed description of the line items that represent the total cost for the Honoraria portion of the Project Budget Form. If the proposed project does not include any Honoraria costs, enter "N/A".

The total for honoraria costs for the project budget is \$7,250. A detailed description of the line item is included below:

Requested OH Funds

Honorarium per scholar per host site ( $\$250 * 25$ ) = \$6,250

Honorarium for Humanities Scholar Developing New Let's Talk About It Theme = \$1,000

Organization Resources and Cash = \$0

Third Party In-Kind = \$0

**Budget Narrative Justification: Supplies\***

Enter a detailed description of the line items that represent the total cost for the Supplies portion of the Project Budget Form. If the proposed project does not include any Supplies costs, enter "N/A".

The total for supply costs for the project budget is \$750. A detailed description of the line item is included below:

Organizational Resources & Cash

Postage = \$500

Other office supplies = \$150

SUBTOTAL = \$750

Third Party In-Kind = \$0

**Budget Narrative Justification: Publicity\***

Enter a detailed description of the line items that represent the total cost for the Publicity portion of the Project Budget Form. If the proposed project does not include any Publicity costs, enter "N/A".

The total for publicity costs for the project budget is \$2,700. A detailed description of the line item is included below:

Organizational Resources & Cash

Print Materials (brochures, posters, book stickers) = \$700

Advertising on social media and local newspapers = \$500

SUBTOTAL = \$1,200

Third Party In-kind

Publicity by local radio stations, newspapers and libraries = \$1,500  
SUBTOTAL = \$1,500

**Budget Narrative Justification: Facilities\***

Enter a detailed description of the line items that represent the total cost for the Facilities portion of the Project Budget Form. If the proposed project does not include any Facilities costs, enter "N/A".

This is the value of office, meeting, and/or program space. If using borrowed facilities, use the fair market value (i.e. what it would cost to rent comparable space).

If using your own facilities, calculate the value according to this formula: Figure the annual cost of the facility by adding costs of annual depreciation, insurance, taxes, maintenance, and utilities. Divide the annual cost by the total square footage of the facility. Divide that answer by 365 days. This will give you a daily rate per square foot. Multiply the square footage needed for your project by the daily rate. Multiply that figure by the number of days used for your project.

The total for facilities costs for the project budget is \$3,000. A detailed description of the line item is included below:

Organizational Resources & Cash = \$0

Third Party In-Kind

Library Host Site (\$10/hour \* 12 hours = \$120 )(\$120\* 25 Host Sites) = \$3,000  
SUBTOTAL = \$5,000

**Budget Narrative Justification: Travel\***

Enter a detailed description of the line items that represent the total cost for the Travel portion of the Project Budget Form. If the proposed project does not include any Travel costs, enter "N/A".

If using OH funds for travel, the allowable rate for mileage reimbursement for auto travel, lodging, meals, and incidentals is based on current IRS rates. This information is available [online at www.gsa.gov](http://www.gsa.gov). If you plan to spend more than these amounts for mileage or lodging and meals, you may list these expenses as cost-share. Please note: If the driver is not receiving compensation for mileage, the donated rate is .14/mile.

The total for travel costs for the project budget is \$1,700. A detailed description of the line item is included below:

Organizational Resources & Cash

Travel for OH Staff to Host Sites = \$300  
Travel/Per Diem Expenses for 10 Scholars = \$1,400  
Mileage \$100 \* 10 scholars = \$1,000  
Per Diem \$40 \* 10 scholars = \$400

SUBTOTAL = \$1,700

Third Party In-Kind = \$0

**Budget Narrative Justification: Other\***

Enter a detailed description of the line items that represent the total cost for the Other portion of the Project Budget Form. If the proposed project does not include any Other costs, enter "N/A".

N/A

**Description of OH Requested Funds\***

List the line items described in the above budget narrative questions that will be paid for with OH funds (column 1 on the Project budget Form).

A total of \$7,250 is being requested to be paid for with OH Funds. OH funds will be used to pay the honoraria for scholars at Let's Talk About It host sites and scholar honoraria for the development of a new theme for the program. A detailed breakdown of all honoraria costs is included below.

Honorarium per scholar per host site ( $\$250 * 25$ ) = \$6,250

Honorarium for Humanities Scholar Developing New Let's Talk About It Theme = \$1,000

TOTAL REQUEST AMOUNT = \$7,250