



OKLAHOMA HUMANITIES

Oklahoma Humanities Budget Instructions for Major Grants and Challenge Grants

Please note that there are two parts to the budget: the Project Budget and the Budget Narrative. The Project Budget provides figures for project costs and sources of income. The Budget Narrative justifies that all costs are reasonable. It is essential that both parts are included in your application.

The total costs of each line item on the Project Budget may be divided among columns or listed all in one column, depending on where you expect the funds to get the funds. Grant writing or other activities conducted prior to the grant period cannot be included.

Columns 1 and 2 - OH Grant Funds

Funds requested from OH should be listed in Columns 1 and 2 of the Project Budget.

Column 1 – Outright Grant Funds

You may request up to \$5,000 for a Major Grant.

Column 2 – Match for Third Party Gifts for Challenge Grants and Additional Funds for Major Grants

If you plan to raise cash gifts from a third party, you may request dollar-for-dollar matching funds from OH in addition to the amount you request for Outright Grant Funds. You may request up to \$5,000 for a Major Grant. For additional explanation of what qualifies as Third Party Gifts, see Column 3 instructions below. This column is also where you would request a Challenge Grant of up to \$20,000. Every dollar you request must be matched by a third party cash gift.

Columns 3, 4, and 5 – Third Party Gifts for Match and Other Cost-Sharing

The amount of project costs to be provided from sources other than OH should be listed in Columns 3, 4, and 5 of the Project Budget.

Column 3 – Third Party Gifts for Match

You are only required to raise third party gifts if you are requesting a Challenge Grant or are asking OH for more than \$5,000 in a Major Grant Proposal. Third Party Gifts are specific funds given to the project by an individual or organizations other than OH, the Primary Sponsor, Co-Sponsors, a federal agency, or any entity which stands to gain financially from the project. If the grant is funded, the sponsor must provide documentation (donor letters and copies of checks) that the requested amount of third party cash gifts has been raised before the grant is officially awarded.

Third Party Gifts for Match (Column 3) must be exactly equal to the amount requested from OH in Match for Third Party Gifts (Column 2).

Columns 4 and 5 – Organizational Resources & Cash and Third Party In-Kind Contributions

OH cannot support more than 50% of the costs of a project. The balance of project costs must be shared by the Primary Sponsor or other entities. Support may come from cash contributions to the project that are made from any source (including funds from federal agencies) and the value of in-kind contributions that are made by a third party. All cash and in-kind contributions to a project are acceptable as Cost-Sharing when such contributions meet the following criteria:

- are verifiable from the organization's records;
- are not included as contributions for any other federally-assisted program;
- are necessary and reasonable for the proper and efficient accomplishment of project objectives;
- are used to support activities that are included in the approved project work plan; and
- are incurred during the grant period.

Column 4 – Organizational Resources & Cash

Organizational Resources

List any funds that are considered organizational resources of the Primary Sponsor and/or Co-Sponsors. Include items such as employee salaries, office supplies, and facilities that are routinely budgeted as part of normal operations and will be assigned to the OH-funded project. This also includes any additional cash funds from the Primary Sponsor and/or Co-Sponsor that will be dedicated to the project.

Cash Contributions

List cash contributions from sources other than the Primary Sponsor or Co-Sponsor(s). Federal grant money may be used for cash cost-sharing (Col. 4) if the source is not the National Endowment for the Humanities (NEH) or another state humanities council.

Column 5 – Third Party In-Kind Contributions

This is defined as the value of non-cash contributions provided by third parties (individuals or organizations other than the Primary Sponsor or Co-Sponsors). In-kind contributions may be in the form of donated facilities and equipment or the value of goods and services directly benefiting and specifically identifiable to the project.

Line Items 1-7 – Expenditures

Refer to Pages 4 and 5 of these instructions for sample entries of line items. Explain how you arrived at the listed costs for each of these line items both in the Project Budget and the Budget Narrative.

Line Item 5 – Facilities

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). This amount should be listed under Third Party In-Kind (Col 5).

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. This is the facilities value to be entered under Organizational Resources & Cash (Col. 4).

Line Item 6 – Travel

If using OH funds for this item, 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. Costs of alcoholic beverages are not allowed. 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.

Line Item 7 – Other

List any project costs that do not appear to fit elsewhere in the budget. Explain in detail.

Line Item 8 – Subtotals

Subtotal each column

Line Item 9 – Indirect Costs

Indirect costs cover the expenses of sponsoring and producing a project which cannot be itemized, such as electricity, janitorial services, etc. Add the subtotal amounts of Columns 1-4. Figure 10% of that total and enter that amount on line 9 under Organizational Resources & Cash (Col. 4). If your organization has a negotiated indirect cost rate with the federal government (e.g. universities, etc.) substitute that rate and list in Column 4. Include a copy of the document verifying your federal rate. Indirect costs (overhead) may not be paid out of OH funds.

Line Item 10 – Column Totals

Total each column. Note: The total amount of funds you provide must meet or exceed the amount of OH grant funds you are requesting. The amounts in Columns 2 and 3 must be exactly equal. The amounts in Columns 4 and 5 may exceed the funding in Columns 1 and 2.

Budget Narrative

This supports the Project Budget and demonstrates that all listed costs are justified and reasonable. In narrative form, within your online grant application, please give a brief explanation of:

- how you arrived at the figures in each line item of the Project Budget and specifying your organizational resources;
- your fundraising plans and timetable if you are applying for matching funds for Third Party Gifts; and
- your contingency plans if Third Party Gifts and/or cash donations are not raised.

SAMPLE PROJECT BUDGET

If you complete this form electronically, please keep the same general format presented here. If more space is needed for a line item, please expand that portion, keeping the the same format listed below.

	OH GRANT FUNDS		COST-SHARING			
	1* Outright Grant Funds	2** Match for Third Party Gifts	3 Third Party Gifts for Match	4 Org. Resources & Cash	5 Third Party In-Kind	6 LINE ITEM TOTAL
1 Administration a. Project Director @ 300 hrs x \$15 b. Secretary @ 300 hrs x \$6				4,500 1,800		\$6,300
2 Honoraria a. Scholars 5 x \$750 b. Moderator	3,750	500				\$4,250
3 Supplies a. Postage (for brochures, etc.) b. Telephone c. Stationery				800 150 200		\$1,150
4 Publicity a. Public access TV (10 spots @ \$125) b. Print Advertising c. Radio Spots d. Programs (2,000 @ .50 each) e. Brochures (1,500 @ .60 each)	750 500	750 450	500 500 345 400 450	250 505 100		\$5,500
5 Facilities a. Conference Hall b. Lighting and Sound		500	750	500	350	\$2,100
6 Travel a. Airfare Smith (Orlando to OKC) Jones (NYC to OKC) Brown (Boston to OKC) b. Mileage (406 miles @ .585/mile) c. Meals and Lodging 5 Scholars @ \$122/day x 3 days 1 Director @ \$122/day x 3 days		300 1000	425 130	300 325 237.51 375 405 236		\$3,733.51
7 Other						
8 Column Subtotals	5,000	3,500	3,500	10,683.51	350	\$23,033.51
9 Indirect Costs (10% of Columns 1-4)				2,268.35		2,268.35
10 Column Totals	\$5,000	\$3,500	\$3,500	\$12,951.86	\$350	\$25,301.86

* Maximums: \$5,000 for a Major Grant

** Maximums: \$5,000 for a Major Grant; \$20,000 for a Challenge Grant

PLEASE CHECK YOUR ARITHMETIC!

SAMPLE BUDGET NARRATIVE

Administration

The Project Director for the event will be John Q. Public. He will dedicate 300 hours to the project at his current salary of \$15/hour. Roger Mills, Administrative Assistant to Mr. Public, will also work 300 hours towards the project at his current salary of \$6/hour.

Honoraria

Each of the participating scholars has agreed to a \$750 honorarium for the event. Each scholar will make two presentations and serve on a panel discussion. Jane Hill will serve as moderation of two panel discussions and has agreed to an honorarium of \$500.

Supplies

General office supplies for the project organization and marketing strategies will include postage, stationery, and long distance telephone expenses.

Publicity

The program will be advertised on public access TV, local and statewide radio stations, and statewide newspapers. We will purchase 10 public access TV spots at \$125 each. We will also purchase 10 radio spots at \$85 each. We will purchase a full-page ad in the *Tribune*, *World*, and *Gazette* at a cost of \$250 each. We will also purchase 10 spots (2 at each paper) at \$75 each at the *Daily Examiner*, *Times*, *Urban*, and *Dispatch*.

The cost of the brochures to be created and printed will be \$.60 each. The cost of the programs to be created and printed will be \$.50 each. These will be prepared at XYZ print shop. There will be 1,500 brochures mailed to community members, university faculty and staff, state legislators, local and statewide media. 2,000 programs will be distributed to attendees and surrounding organizations.

Facilities

The program will be held at the ABC Convention Center. The rental rate for the conference hall is \$500 (\$250 per day). We will also be renting 3 meeting rooms at \$125 per day for a total charge of \$750. Lighting and sound will be provided by Smith's Media Services at a charge of \$425 per day. This charge includes all equipment and services.

Travel

Travel will include airfare for three of the scholars. Dr. Smith will travel from Orlando, FL at a rate of \$200; Dr. Jones will travel from New York City at a rate of \$300; and Dr. Brown will travel from Boston at a rate of \$325. Mileage expenses will also be included for two scholars and a moderator. Dr. Williams will travel from Tulsa (226 miles round trip @ .585/mi.) for a total of \$100.57; Dr. Rogers will travel from Weatherford (140 miles round trip @ .585/mi.) for a total of \$62.30; and Dr. Hill will travel from Norman (40 miles round trip @ .585/mi.) for a total of \$17.80. Travel will also include per diem charges of \$122 (\$73/night for lodging; \$49/day for meals) for five scholars and the project director for three days.