

Sample Project Budget

Michigan Humanities Grant Request Details

- In this section, please outline how you will use the grant funds from Michigan Humanities.
- Please provide a description in the "Details" box for line items where an amount is entered.
- The individual categories should equal the Grant Request Amount below.

Grant Request Amount*

Request Amount can be up to \$15,000

\$15,000.00

Salaries

Grant funds that will be used to pay project members that are within your organization.

\$2,000.00

Salary Details

Project Director and Communication Officer Salary for 50 project hours

Fringe Benefits

\$0.00

Fringe Benefit Details

N/A

Honoraria

Grant funds that will be used to pay project members that are outside of your organization such as scholars and contractors.

\$3,000.00

Honoraria Details

Honoraria for two speakers, \$1,500/each

Travel

\$1,000.00

Travel Details

Travel stipend for two guest speakers at \$500/each

Rentals

\$2,000.00

Rental Details

Rental of recording studio for 2 days of editing

Promotion

\$1,000.00

Promotion Details

Newspaper, radio, boosted social media advertising

Project Supplies

- Project supplies include all materials necessary for project completion or construction including approved equipment.
- Requested grant funds for project equipment cannot exceed \$5,000.

\$5,000.00

Project Supplies Details

Project equipment including microphones, video cameras, a two chromebooks

Evaluation

\$1,000.00

Evaluation Details

Web hosting for online evaluation and printed materials

Other

If using the Other category, please be sure to provide accurate details of how the funds will be used in the Other Details section below.

\$0.00

Other Details

N/A

Cost-Share Details

- In this section, please list all of the other funds and in-kind support that are going into the project
- All grant requests require a cost-share match, cash and/or in-kind, that is equal to or greater than 100% of the amount being requested.
- Federal dollars may not be used as cost-share
- Please provide specific and in-depth information in the Cash and In-Kind Details section

Cost-Share: Cash*

Cash Cost Share: Includes cash contributions made by third parties as well as all contributions made by the sponsoring organization in order to implement the project. For the sponsoring organization, cash cost-share may include the salaries of project staff, cost of space to conduct project activities, and supplies and service costs related to the project.

\$9,500.00

Cost-Share: Cash Details*

- Salaries for project team including the project director, communications officer, and program officer
- Additional stipend payment for guest speakers
- Travel expenses for guest speakers
- Project equipment including digital recorders
- Transcriptions software subscription

Cost-Share: In-Kind*

In-Kind Cost Share: Includes all donated goods, services, equipment or facilities. In-kind contributions must be fully documented and could encompass items such as the value of a project participant waiving their normal fee for services.

\$7,500.00

Cost-Share: In-kind Details*

- 100 volunteer hours at the current federal rate of \$28.54
- Donated studio time, \$150/hour

Cost-Share Total*

Cost-Share: Cash + In-Kind

\$17,000.00

Total Project Budget*

Total Project Budget=Michigan Humanities Grant Request + Cost-Share (cash and in-kind).

\$32,000.00

