

National Endowment for the Humanities

BUDGET FORM

Project Director Prefix: * First Name: Middle Name:

* Last Name: Suffix:

***Applicant Organization**

Requested Grant Period *From: *Through: If this is a revised budget, indicate the NEH application/grant number:

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C. The method of cost computation should clearly indicate how the total charge for each budget item was determined.

When the requested grant period is eighteen months or longer, separate budgets for each twelve-month period of the project must be developed on duplicated copies of the budget form.

SECTION A - budget detail for the period: *From: *Through:

1. SALARIES AND WAGES - Provide the names and titles of principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/title of position	No.	Method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
SUBTOTAL					

2. FRINGE BENEFITS - If more than one rate is used, list each rate and salary base.

Rate	%	Salary base	NEH Funds (a)	Cost Sharing (b)	Total (c)
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
SUBTOTAL					

3. CONSULTANT FEES - Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
SUBTOTAL					

4. TRAVEL - For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	No. persons	Total travel days	Subsistence costs +	Transportation costs =	NEH Funds (a)	Cost Sharing (b)	Total (c)
SUBTOTAL							

5. SUPPLIES AND MATERIALS - Include consumable supplies, materials to be used in the project and items of expendable equipment; i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than one year.

Item	Basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
	SUBTOTAL			

6. SERVICES - Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts provide an itemization of subcontract costs on this form or on an attachment.

Item	Basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
	SUBTOTAL			

7. OTHER COSTS - Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
SUBTOTAL				

8. TOTAL DIRECT COSTS (ADD SUBTOTALS OF ITEMS 1 THROUGH 7) [] [] []

9. INDIRECT COSTS (THIS BUDGET ITEM APPLIES ONLY TO INSTITUTIONAL APPLICANTS.)
 If indirect costs are to be charged to this project, CHECK THE APPROPRIATE BOX BELOW and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NEH if application is funded. (Provide an estimate in item B of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000, whichever sum is less.)

A. Name of federal agency Date of agreement

B.	Rate	Salary base	NEH Funds (a)	Cost Sharing (b)	Total (c)
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
	[] % of	[]	[]	[]	[]
TOTAL INDIRECT COSTS			[]	[]	[]

10. TOTAL PROJECT COSTS (DIRECT AND INDIRECT) FOR BUDGET PERIOD [] [] []

SECTION B - Summary Budget and Project Funding

SUMMARY BUDGET

Transfer from section A the total costs (column c) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

Budget Categories	First Year/	Second Year/	Third Year/	TOTAL COSTS FOR ENTIRE GRANT PERIOD
	from <input type="text"/>	from <input type="text"/>	from <input type="text"/>	
	thru <input type="text"/>	thru <input type="text"/>	thru <input type="text"/>	
1. Salaries and Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
2. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
3. Consultant Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
4. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
5. Supplies and Materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
6. Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
7. Other Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
8. Total Direct Costs (items 1-7)	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
9. Indirect Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
10. Total Project Costs (Direct & Indirect)	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Requested from NEH:

Outright Federal TOTAL NEH FUNDING

2. Cost Sharing:

Applicant's Contributions	Third-party Contributions	Project Income	Federal Agencies	TOTAL COST SHARING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Total Project Funding (NEH Funds + Cost Sharing) =

1. Indicate the amount of outright and/or federal matching funds that is requested from the Endowment.

2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under Third-party Contributions. (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

3. Total Project Funding should equal Total Project Costs.