

BUDGET INSTRUCTIONS

Use the Budget Form included in this packet to present the expenditures of the proposed project (do not submit this instructions page with your proposal). Your AHC public program grant request should not constitute more than 50% of your project budget – all requests must be matched at least dollar-for-dollar with earned, contributed, or in-kind support from the sponsoring organization. AHC funds may only be applied to costs directly associated with the humanities component of the project. AHC cannot fund overhead or indirect costs, but the applicant may include them as part of its match. Grant funds may be requested for any legitimate public program expense, with the exception of food and beverage or entertainment. AHC does not support direct fund-raising or profit-making activities.

Note: AHC does not favor budgets heavy with administrative costs. The largest share of grant funds should go for expenses directly connected with the project, such as honoraria, promotional materials, and supplies.

Match Funding: AHC's award must be "matched" by contributions from your organization, including donations from other organizations and individuals to your project. All total, these contributions must add up to at least the amount you are asking AHC for, though usually this match total is much greater than the amount requested from AHC. In other words, at least 50% of the total project cost must come from your organization's contributions to the project, and may include goods and services as well as cash gifts. The matching total may consist entirely of goods and services. AHC has no formula for placing a value on goods and services. Use reasonable judgment, and set values in relation to rates paid for similar work, current market prices, or fair rental charges.

You should detail the total amount you are requesting from AHC in the "AHC Request" column on the budget form. List the amounts for your match and any cash gifts in the "Match" column.

Eligible expenditures and expense limitations (categories correspond to the AHC Budget Form): These budget categories represent eligible expenditures and guidelines for AHC funds. If any of these items are provided by or donated to your organizations for the project, they may be counted as match rather than an AHC-funded expenditure, and some guidelines for those calculations are provided as well.

Personnel

This category covers expenditures for or reimbursement of such persons as the project director, secretary, scholars, consultants, and presenters. Most proposals accumulate their match through the contributed time of project staff and volunteers, although AHC funds may be used to pay for staff on the applicant's payroll working on the project, as well as staff hired for the project. Contributed staff time may be counted from the initiation of planning, provided it is documented. AHC has no set

formula for determining administrative salaries, or volunteer estimates, but a range of \$15-30/hr is suggested.

For scholars and consultants, it should be remembered that many participants are receiving an honorarium for their services, not a fee, and that the honorarium may or may not correspond to that person's usual charge for such services. A reasonable stipend for a major presentation requiring research might be \$125-\$200, while a stipend for a discussion leader or panelist might be \$75- \$100. Researchers are usually paid in the \$20-\$50/hr range, depending on qualifications.

AHC funds may be used to pay for "big name" speakers if their participation will improve the project markedly, but requests for such support are scrutinized carefully. Applicants are urged to provide other sources of funds to help meet high speaker fees.

Travel and Per Diem

AHC encourages proposals that are economical in travel-related costs. Auto travel is reimbursable at the rate of 45¢ per mile. Airline tickets should be purchased in advance to benefit from lower fares. Calculate actual expenses for food and lodging for out-of-town participants. Your travel budget should include costs to attend a grant administration workshop in Phoenix after the grant award.

Administration

Office space: Office space may be used for program planning and may be calculated as match funding.

Telephone: If participants from outside your community are working on the program, plan for long-distance calls. This item is often budgeted as match.

Supplies: This includes consumable materials, such as information kits, nametags, and stationery.

Rentals and Purchases

Facilities: Meeting places are frequently donated to nonprofit groups. The normal charge for the facility should be documented as match funding. Where a lower fee is charged to nonprofits, the difference may be applied as match funding.

Equipment: Rental for equipment such as projectors, tape recorders, and video cameras may be included in the grant request or counted as match. AHC will consider requests for purchasing equipment critical to the project when it cannot be economically rented, and the amount requested should be less than 25% of the total budget. AHC prefers to fund rental expenses for equipment, however, and does not grant funds for the purchase of permanent equipment not critical to the project.

Promotion

Printing: Some print shops may offer a special rate to nonprofits; the difference between that rate and the going rate may be claimed as match.

Advertising: Have radio and television place a value on free promotion and use it for match. AHC funds may also be used to pay for advertising.

Postage: Calculate the number and size of mailings necessary for publicity. Remember to use the nonprofit bulk-mailing rate when possible.

Other

Usually the cost of evaluation is only for paper used and time taken. Participants may be compensated for a post-project evaluation session, but often they will donate it as match.

Grant funds may not be used to defray indirect costs in the budget.