

**New Hampshire Humanities Community Project Grants SAMPLE Budget.**

*This sample is intended to illustrate how revenue and costs can be allocated from grant funds and match contributions. The costs included are only for illustrative purposes and do not necessarily reflect actual expenses.*

	B	C	D	E	F	G	L	R	S	
2	Please refer to the Budget Instructions on first tab. Each budget line item must be explained in column K and M.									
3	Please complete ONLY the yellow highlighted fields as needed.									
4	<i>This page must accompany the budget</i>									
5	Applicant Organization Name: <b>New Hampshire Humanities</b>				New Hampshire Humanities					
6	Project Title: <b>*SAMPLE BUDGET for a Library Speaker Series*</b>				*SAMPLE BUDGET for a Library Speaker Series*					
7										
8	<b>Project Budget</b>	<b>Proposed Budget</b> <i>Enter anticipated total revenue (grant funds and matching contributions) and expenses</i>				<b>Budget Notes</b> <b>Explain your calculations.</b>				
9		NHH Grant Request	Cash Match	In-kind Match	Proposed Budget Total					
10	<b>Revenue</b>					<b>REVENUE</b>				
11	NHH Grant Amount	2000			2,000	NHH Grant Amount				
12	Applicant Organization		1500		1,500	Applicant Organization Applicant org contributing \$1500				
13	Individuals		200	800	1,000	Cash: \$200 in estimated in-person and online donations; in-kind donation from a speaker waiving their fee				
14	Corporations		100	500	600	Company X is providing a \$100 sponsorship for the event, Company Y us donating the venue space				
15	Foundations				-	Foundations				
16	Ticket or Registration fees				-	Ticket or Registration fees				
17	Other (please specify)				-	Other (please specify)				
18					-					
19					-					
20	<b>Total Revenue</b>	2,000	1,800	1,300	5,100					
21	<b>NHH Formulas - do not delete -----&gt;</b>		<b>90%</b>	<b>65%</b>	<b>155%</b>					
22	<b>Direct Expenses</b>					<b>EXPENSES</b>				
23	<b>PROJECT PERSONNEL COSTS</b>					<b>PROJECT PERSONNEL COSTS</b>				
24	<b>Salaries:</b>					<b>Salaries:</b>				
25	#1 Jane Doe		400		400	Jane will attend all events and help answers questions/direct people to their seats. Her labor is estimated at \$20/hr X 20 hours				
26	#2 Project Director	1000			1,000	#2 Project Director Estimated 20 hours of labor @ \$50 an hour. Will organize speakers, publicity, and event coordination				
27	#3 {Enter Full Name}				-	#3 {Enter Full Name}				
28	<b>Stipends or Honoraria:</b>					<b>Stipends or Honoraria:</b>				
29	#1 John Doe	500		800	1,300	John Doe's usual speaker fee is \$1500. He is accepting a \$500 honorarium that will be paid with grant funds. The remainder is an \$1000 in-kind donation.				
30	#2 Mary Smith (Panelist)		500		500	#2 Mary Smith (Panelist) Will be paid a \$500 honorarium for speaking as a panelist				
31	#3 James Smith (Panelist 2)	500			500	#3 James Smith (Panelist 2) Will be paid a \$500 honorarium for speaking as a panelist				
32	#4 {Enter Full Name}				-	#4 {Enter Full Name}				
33	#5 {Enter Full Name}				-	#5 {Enter Full Name}				
34	#6 {Enter Full Name}				-	#6 {Enter Full Name}				
35	<b>PROGRAM COSTS</b>					<b>PROGRAM COSTS</b>				
36	Travel & Meals		100		100	Travel & Meals 100 for mileage for panelists. Calculated using IRS rate X #miles.				
37	Audience Refreshments	Not allowed			-	Audience Refreshments				
38	Equipment/Tech/Media Use		600		600	Equipment/Tech/Media Use Production company X will live stream the event. Flat rate				
39	Supplies/Materials				-	Supplies/Materials				
40	Publicity/Promotion		200		200	Publicity/Promotion Cost of boosted adds on social media and posters for the event				
41	Venue Rental			500	500	Venue Rental Venue is donating their space; usual rate is \$500				
42	Evaluation activities				-	Evaluation activities				
43	Other (please specify)				-	Other (please specify)				
44					-	0				
45					-	0				
46	<b>ADMINISTRATIVE (directly related to project)</b>					<b>Administrative Costs</b>				
47	Printing				-	Printing				
48	Photocopying				-	Photocopying				
49	Postage				-	Postage				
50	Other (please specify)				-	Other (please specify)				
51					-	0				
52					-	0				
53					-	0				
54	<b>Total Expenses</b>	2,000	1,800	1,300	5,100					
55	<b>Control check -----&gt; s/b 0</b>		-	-	-					