

## National Endowment for the Humanities

**BUDGET FORM**

|   |  |
|---|--|
| Project Director<br>Edward C. Papenfuse   | If this is a revised budget, indicate the NEH application/grant number:        |
| Applicant Organization<br>Anne Arundel County Public Schools /<br>Maryland State Archives | Requested Grant Period<br>From <u>Jun/97</u> THRU <u>Jun/99</u><br>mo/yr mo/yr |

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. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

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 Jun/98 to Jun/99 mo/yr mo/yr

#### 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<br>(see sample) | NEH Funds<br>(a) | Cost Sharing<br>(b) | Total<br>(c) |
|-----------------------------|-------|--|------------------|---------------------|--------------|
| James F. Adomanis, Director | [ 1 ] | 32 days x \$325                            | \$3,250.00       | \$7,150.00          | \$10,400.00  |
| Judy Mauriello, Director    | [ 1 ] | 25 days x \$261                            | \$0.00           | \$6,525.00          | \$6,525.00   |
| Helen Palmer, Facilitator   | [ 1 ] | 25 days x \$200                            | \$0.00           | \$5,000.00          | \$5,000.00   |
| Teachers                    | [12]  | 16 days x \$200                            | \$25,800.00      | \$12,600.00         | \$38,400.00  |
|                             | [ ]   |  |                  |                     |              |
|                             | [ ]   |  |                  |                     |              |
|                             | [ ]   |  |                  |                     |              |
| SUBTOTAL                    |       |  | \$29,050.00      | \$31,275.00         | \$60,325.00  |

#### 2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

| rate     | of | salary base | (a)        | (b)        | (c)         |
|----------|----|-------------|------------|------------|-------------|
| 8.1%     | of | \$29,050.00 | \$2,353.00 | \$0.00     | \$2,353.00  |
| 30.0%    | of | \$31,275.00 |            | \$9,382.00 | \$9,382.00  |
| SUBTOTAL |    |             | \$2,353.00 | \$9,382.00 | \$11,735.00 |

#### 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

| name or type of consultant    | no. of days<br>on project | daily rate of<br>compensation | (a)         | (b)      | (c)         |
|-------------------------------|---------------------------|-------------------------------|-------------|----------|-------------|
| Edward C. Papenfuse, Director | 20                        | \$400.00                      | \$7,000.00  | \$982.00 | \$7,982.00  |
| R.J. Rockefeller, Facilitator | 25                        | \$250.00                      | \$6,250.00  |          | \$6,250.00  |
| Evaluator (1)                 | 2                         | \$350.00                      | \$700.00    |          | \$700.00    |
| Advisory Board (4)            | 3                         | \$350.00                      | \$4,200.00  |          | \$4,200.00  |
| Scholars (3)                  | 1                         | \$350.00                      | \$1,050.00  |          | \$1,050.00  |
| SUBTOTAL                      |                           |                               | \$19,200.00 | \$982.00 | \$20,182.00 |





## 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 award 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/<br>from: Jun/97<br>to: Jun/97 | Second Year/<br>from: Jun/97<br>to: Jun/97 | Third Year/<br>from: Jun/97<br>to: Jun/97 | TOTAL COSTS<br>FOR ENTIRE<br>GRANT PERIOD |
|--|---|--|---|---|
| 1. Salaries and Wages                                  | _____                                     | _____                                      | _____                                     | = \$60,325.00                             |
| 2. Fringe Benefits                                     | _____                                     | _____                                      | _____                                     | = \$11,735.00                             |
| 3. Consultant Fees                                     | _____                                     | _____                                      | _____                                     | = \$20,182.00                             |
| 4. Travel  | _____                                     | _____                                      | _____                                     | = \$1,475.00                              |
| 5. Supplies and Materials                              | _____                                     | _____                                      | _____                                     | = _____                                   |
| 6. Services  | _____                                     | _____                                      | _____                                     | = \$8,168.00                              |
| 7. Other Costs   | _____                                     | _____                                      | _____                                     | = \$4,380.00                              |
| <b>8. Total Direct Costs (items 1-7)</b>               | _____                                     | _____                                      | _____                                     | = \$106,265.00                            |
| 9. Indirect Costs                                      | _____                                     | _____                                      | _____                                     | = \$5,000.00                              |
| <b>10. Total Project costs (Direct &amp; Indirect)</b> | _____                                     | _____                                      | _____                                     | = \$111,265.00                            |

### PROJECT FUNDING FOR ENTIRE GRANT PERIOD

|   |                                       |
|---|---------------------------------------|
| Requested from NEH: <sup>1</sup>  | Cost Sharing: <sup>2</sup>            |
| Outright _____  | Cash Contributions \$43,839.00        |
| Federal Matching _____  | In-Kind Contributions \$2,500.00      |
|   | Project Income _____                  |
| <b>TOTAL NEH FUNDING</b> _____  | <b>TOTAL COST SHARING</b> \$46,339.00 |
| Total Project Funding (NEH Funds + Cost Sharing) <sup>3</sup> = \$46,339.00 |                                       |

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

<sup>2</sup> Indicate the amount of cash contributions that will be made by the applicant or third parties to support project expenses that appear in the budget. Include in this amount third-party cash gifts that will be raised to release federal matching funds. (Consult the program guidelines for information on cost-sharing requirements.)

Occasionally, in-kind (noncash) contributions from third parties are included in a project budget as cost sharing; e.g., the value of services or equipment that is donated to the project free of charge. If this is the case, the total value of in-kind contributions should be indicated.

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.

<sup>3</sup> Total Project Funding should equal Total Project Costs.

### Institutional Grant Administrator / Individual Applicant

Provide the information requested below when a revised budget is submitted. The signature of the person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level indicated under "Project Funding."

\_\_\_\_\_  
Name and Title (please type or print)

Telephone (410) 974-3914

\_\_\_\_\_  
Signature

Date \_\_\_\_\_