

NATIONAL ENDOWMENT FOR THE HUMANITIES

**SAMPLE BUDGET FOR  
PICTURING AMERICA SCHOOL COLLABORATION PROJECTS**

**A. Participant Stipends**

2 two-day conferences and follow-up; 120 participants @ \$400 **\$48,000**

**B. OPERATING COSTS**

**1. Salaries and Wages**

**a. Project Director @ 25% of \$75,000/year** **\$18,750**

**b. Professional Staff**

2 curators @ \$750/day x 4 days **\$6,000**

Education coordinator @ 10% of \$45,000/year **\$4,500**

**c. Secretarial Administrative Support**

Project assistant @ \$15/hr for 12 hrs/week x 45 weeks **\$8,100**

Conference coordinator @ \$25/hr for 35 hrs/week x 8 weeks **\$7,000**

Secretary @ 10% of \$28,000/year x 12 months **\$2,800**

**\$47,150**

**2. Fringe Benefits**

21% of \$47,150 **\$9,902**

**3. Supplies and Materials (Consumables)**

Miscellaneous office supplies **\$300**

Materials (130 sets x \$25) **\$3,250**

Conference Publicity **\$12,000**

Museum Entry Fees: 130 @ \$16 each **\$2,080**

**4. Services**

Postage **\$2,800**

Telephone **\$1,000**

Duplicating **\$2,000**

Videography, 4 days @ \$1,200 **\$4,800**

Web resource development and listserv **\$20,000**

**5. Consultants**

Keynote speaker @ \$1,500 x 2 days **\$3,000**

3 guest faculty @ \$750/day x 4 days **\$9,000**

3 master teachers @ \$500/day x 4 days **\$6,000**

**6. Professional Travel and Subsistence**

Airfares for 5 @ \$800 x 2 **\$8,000**

Per diem 5 x 4 days @ \$200 **\$4,000**

Participants' Travel 120 @ \$300 **\$36,000**

**7. Total Operating Costs**

**\$171,282**

**C. INDIRECT COSTS:**

Calculated on Total Operating Costs only (Item B.7): 30% of \$171,282 **\$51,384**

**D. TOTAL PROJECT COSTS (add A, B, & C)**

**\$270,666**