

**SAMPLE BUDGET FOR INSTITUTIONAL GRANTS**

	NEH Funds Funds	Cost Sharing*	Total
<b>1. Salaries and Wages</b>			
Project Director 12.5% (1-course release)	\$ 5,625		\$ 5,625
Summer Stipends* 10 x \$100/day x 10 days	\$ 10,000		\$ 10,000
Secretarial Support 25% of \$16,000		\$ 4,000	\$ 4,000
<b>2. Fringe Benefits</b>			
11% of \$15,625	\$ 1,719		\$ 1,719
8% of \$4,000		\$ 320	\$ 320
<b>3. Consultant Fees</b>			
Professor 3 days @ \$250	\$ 750		\$ 750
Professor 2 days @ \$350	\$ 700		\$ 700
Professor 3 days @ \$350	\$ 1,050		\$ 1,050
<b>4. Travel</b>			
	no. of persons	total travel days	subsistence costs
			transport. + costs
Local (taxi)	[1]	[3]	\$ 15
City/City	[1]	[2]	\$200
City/City	[1]	[3]	\$300
City/DC	[1]	[2]	\$200
(project director's meeting)			\$400
			\$ 15
			\$ 500
			\$ 1,030
			\$ 600
<b>5. Supplies and Materials</b>			
Books 10 sets for participants at \$40 per set	\$ 400		\$ 400
Books 1 set for the library at \$40	\$ 40		\$ 40
Stationary		\$ 100	\$ 100
<b>6. Services</b>			
Photocopying est. 1000 @ \$.10	\$ 100		\$ 100
<b>7. Other Costs</b>			
<b>8. Total Direct Costs</b>			
	\$ 22,559	\$ 4,420	\$ 26,979
<b>9. Total Indirect Costs 30% of \$16,979**</b>			
	\$ 2,400	\$ 2,694	\$ 5,094
<b>10. Total Project Costs (Direct and Indirect)</b>			
	\$ 24,959	\$ 7,114	\$ 32,073

\* Cost sharing is not required for Institutional Grants, but institutions are encouraged to participate in the support of project expenses. In this example, the applicant is paying for secretarial support, stationary, and over half of the indirect costs.

\*\* The total amount of budgeted stipends should be excluded from the base on which the indirect costs are calculated.

Institutional Grants provide up to \$25,000. This sample budget shows all participants as employed by the grantee institution with stipends listed under 1. Salaries and Wages. Where several institutions cooperate, stipends for those participants not employed by the grantee institution should be entered under 7. Other Costs.