

## Grant Budget Form

This budget should reflect total project costs. This includes the amount of the grant from KHC, plus the sponsor match. The grant request must be matched by the sponsor with cash and/or in-kind services. That is, columns two and three -- "Cash Match" and "In-kind Match" -- must together at least equal the total in column one -- "KHC Grant." Budget items should be explained in your description of project activities, personnel, and publicity. Add extra sheets to this form as needed.

BUDGET ITEM DESCRIPTION			Expense Distribution			
	Amt. of time	Rate of pay	KHC Outright Grant	Cash Match	In-Kind Match	Total Cost
Project Director, Richard Smoot	80 hrs	20/hr			\$1,600.00	\$1,600.00
Principal Humanities Advisor (name) John Bowes	30 hrs	20/hr			\$600.00	\$600.00
Bookkeeper (name) Alana Scott	30 hrs	20/hr			\$600.00	\$600.00
Craig Friend	2 days	\$1,000	\$800.00	\$200.00		\$1,000.00
Subtotal			\$800.00	\$200.00	\$2,800.00	\$3,800.00
2. Travel and Per diem: Craig Friend (Airfare, lodging, meals)			\$700.00	\$300.00		\$1,000.00
Subtotal			\$700.00	\$300.00		\$1,000.00
3. Supplies, Postage, Telephone Registration brochure mailing					\$50.00	\$50.00
Subtotal					\$50.00	\$50.00
4. Printing, Duplicating: Registration brochures, conference programs					\$100.00	\$100.00
Subtotal					\$100.00	\$100.00
5. Other: Conference Center Rental					\$500.00	\$500.00
Breakfast (catered)				\$300.00		\$300.00
Luncheon (catered)				\$1,500.00		\$1,500.00
Reception (catered)				\$400.00		\$400.00
Subtotal				\$2,200.00	\$500.00	\$2,700.00
GRAND TOTALS			\$1,500.00	\$2,700.00	\$3,450.00	\$7,650.00

Grant Totals: KHC Grant Request: \$1,500

Match (Cash & In-kind): \$7 \$6,150.00