



Budget Form Instructions

The Budget Form must be filled out and submitted as part of the grant application.

Maryland Humanities grant funds may be used to cover project-related expenses such as:

- Honoraria/speaker fees
- Program materials
- Travel costs
- Costs for print, publicity, supplies
- Evaluation
- Space rental

Maryland Humanities grant funds may NOT be used for:

- Cost incurred before the beginning of the grant period
- Creative or performing arts performances
- General operating expenses
- Construction and/or renovation projects
- Museum or library acquisitions
- Direct social action or political advocacy
- Food, refreshments, alcohol or entertainment
- Fundraising or profit making activities

Matching Funds

Sponsoring organizations are required to provide financial support for their projects. The matching funds must be at least equal to the grant amount requested from Maryland Humanities. The matching funds can be made up of cash and other contributions from the sponsoring organization, cash or in-kind contributions from third parties, or program income. Applicants are encouraged to raise third-party cash or in-kind contributions as an indication of community interest in their project and to demonstrate a partnership between public and private support.

For each budget line item, indicate whether it will be using Maryland Humanities funds, sponsoring organization cash and contributions, sponsoring organization in-kind, or third-party contributions, and give the total for that line.

The following items cannot be used for matching funds:

- Grants from the National Endowment for the Humanities, the National Endowment for the Arts, the Institute of Museum and Library Services, or other state humanities councils.
- Costs that cannot be supported by Maryland Humanities grant funds (listed above).

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The budget should list the categories in the order on page 2. Please use the Budget Form provided and include as much supporting detail as possible.



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a. **Salaries and Wages.** Include the costs for organizational personnel (salaried staff from the sponsoring organization) such as project directors, grant administrators, researchers, and clerical support staff as Sponsoring Organization Cash. Sponsoring Organization volunteers' time should be recorded under Sponsoring Organization In-Kind and may be valued at \$22.14/hr. Other project participants should be listed under "Project Professional Fees." Provide name, title, and basis for calculation for each person.

Maryland Humanities will not fund a salaried person to perform his/her routine duties; the value of such services can be used as matching. This includes university and college faculty participating in programs at their home institution during the school year. However, our funds can be used to pay for the services of a faculty member who does not have duties during the summer and is not paid during that time. We will not support heavy administrative costs. **Staff salaries and wages combined should not exceed more than 10% of the total requested grant amount.**

b. **Benefits.** Maryland Humanities funds may not be used to pay fringe benefits (such as contributions for social security, employee insurance, pension plans, etc.), but these costs can be used for matching. Please give the rate and base of compensation.

c. **Project Professional Fees.** Please list the rate of pay for project personnel and humanities scholars who are not salaried staff of the sponsoring organization (panelists, respondents, discussion leaders, moderators). The Project Director, in an administrative role and who is not salaried staff of the sponsoring organization, can receive a maximum of 20% of the total requested grant amount.

Staff and board members of Maryland Humanities, and their immediate families, as well as many public officials and employees of federal and state agencies are prohibited from accepting honoraria paid from our funds. The value of his/her services may be used as matching.

d. **Travel.** Maryland Humanities discourages support of heavy travel costs. The budget should list the name of each person traveling and indicate the number of days s/he will be in travel status, departure and destination points and the total transportation for the trip.

Mileage should be calculated at the rate of \$.52 per mile for privately-owned vehicles; include the estimated number of miles. Airfare must be calculated at economy rates; travel must be undertaken on U.S. flag carriers. A maximum of \$150 per night is allowed for lodging.

e. **Materials, Supplies, & Services.** The budget should specifically enumerate the space, materials, supplies, and services to be used in the project. Accommodations for people with disabilities — for example, audio recordings of printed materials, large print labeling, or sign language interpreters — are eligible project costs and should be included here. Materials, supplies, and services donated to the project by third parties should be reflected on your budget as Third Party Contributions.

f. **Indirect Costs/Overhead.** Maryland Humanities does not fund indirect costs/overhead. These costs may be included in the budget as a part of matching. Include the method of cost computation. Sponsoring organizations that do not have an established, federally approved rate may use 10% of the total direct project costs as the rate of indirect costs.