

Event Sponsorship Budget Form and Narrative Instructions

The “**Overall Project Budget**” table includes information about your project’s *expenses*. Please provide details about the expenses you wish to cover with Alaska Humanities Forum grant funds. During the application process, this budget is a reflection of your *plan* – your best guess.

All grant funds awarded by the Alaska Humanities Forum are federal in origin (from the National Endowment for the Humanities) and therefore are subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs, and audit requirements. It is the applicant’s responsibility to become familiar with these requirements, which may be found at www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

BUDGET NARRATIVE REQUIREMENTS

Please write your budget narrative on the second page of the budget form. Responses may be written in a bulleted list or in paragraph form.

1.1 Salaries: In the budget narrative, please provide a description of service, rate, and estimated hours.

1.2 Contractual Services: In the budget narrative, please provide a description of service, rate, and estimated hours.

1.3 Consultant’s Fees: In the budget narrative, please provide a description of service and the nature of the contracted fees (e.g., hourly rate or fixed-bid).

1.4 Honoraria: In the budget narrative, please describe the number and amount of honoraria provided.

1.5 Other: This section may be used to describe personnel costs not already described. Note that Forum grants do not provide funding for salaries or benefits.

2.1 Transportation: Transportation costs may be funded by Forum grant money if relevant and necessary to the proposed project. For any rentals, please provide vehicle details, rate, and estimated hours/days of use in the budget narrative. The Forum will fund only economy-class ticketed transportation. International travel will not be funded, but can be included in cost-share figures. Long-distance car travel will be funded at the current (2021) federal rate of \$0.56/mi (Forum grants do not cover day-to-day commuting costs).

2.2 Per Diem: The Forum provides per diem funding for food *only* in very rare circumstances. If you are requesting a per diem for food as part of your grant budget, please explain what particular circumstances of the grant project require this accommodation. It is typical to request lodging as part of a per diem based on federal per diem rates. You can look up rates here: <http://www.gsa.gov/portal/category/100120>.

3.1 Office Rentals: In the budget narrative, please provide a description of the equipment or space to be rented. Forum grants do not fund pre-existing leases, such as an organization’s regular office space.

3.2 Telephone: In the case of projects in remote locations with limited telecommunications, the Forum may provide funding for phone or internet service when necessary and appropriate for the project work.

3.3 Supplies: In the budget narrative, please provide an overview of the kinds of supplies necessary. Supplies need not be itemized, but it should be clear how these supplies relate to the grant project proposal. We advise you to keep receipts

3.4 Equipment: In the budget narrative, please provide an overview of the equipment to be purchased. Please note that the Forum strongly prefers that equipment purchases be included as part of the cost share budget rather than the Forum grant budget. If you do choose to request Forum funds for equipment to support your project, please also provide details about where and how the equipment will be used after the project has completed (if the grant applicant is not a nonprofit organization, equipment purchased with grant monies must be donated to a non-profit organization after project completion).

3.5 Other: In the budget narrative, please provide a description of the “other” costs included in this line item.

4.1 Printing: Please include a description of what is to be printed, how many, and for what purpose.

4.2 Shipping & Postage: Please indicate the items to be shipped/mailed and by what means (e.g., USPS, UPS, FedEx, courier).

4.3 Media: This may include the purchase of licenses to incorporate copyrighted materials into your project. It may also include the creation of non-print media such as CDs, etc.

4.4 Other: Any other costs associated with the promotion, distribution, or archiving of your project should be listed here (unless the cost falls under contractual or consulting within **1. Personnel**).

5. Evaluation: Generally speaking, project evaluation should not exceed 5% of the total project budget unless the evaluation is necessary for the project to fulfill its primary goal (for instance, a curriculum project may need evaluation by district experts before it can be incorporated into classroom instruction).

6. Other: In your budget narrative, please provide as much detail as possible about any funds requested using this line item.

7. Indirect cost rate: After all the above costs have been inserted into the anticipated budget, then you may include an indirect cost rate. An indirect cost rate of 10% de minimis applies for overhead operating expenses, unless the organization has an alternative pre-approved federal indirect rate and can provide documentation.