

SAMPLE BUDGET: SUMMER INSTITUTE

A. PARTICIPANT STIPENDS

Three-week institute, 30 participants @ \$2,700 **\$81,000**

B. OPERATING COSTS

1. Salaries and Wages

a. Project Director (16.6% of academic year salary \$55,000) \$9,130

b. Faculty, Lecturers, and Other Project Staff \$12,240

Two full-time Faculty (11.1% of \$45,000 x 2) = \$9,990

On-site coordinator: 15 days x \$150 = \$2,250

c. Secretarial support and Graduate Assistants \$3,900

Secretary: 5 months (0.4167) x 30% of \$24,000 = \$3,000

Graduate assistant: \$9/hr x 20/hrs/week x 5 weeks = \$900

2. Fringe Benefits **\$5,675**

24% of \$21,370 (1a + 1b) = \$5,129

14% of \$3,900 (1c) = \$546

3. Supplies and Materials (Consumables) **\$2,010**

Miscellaneous office supplies = \$150

Materials (31 sets x \$60) = \$1,860

4. Services **\$7,820**

Postage: 3,000 x \$.44 = \$1,320

Telephone: 5 months x \$150 = \$750

Duplicating: 1,500 x \$.05 x 30 part. = \$2,250

Web site, communications intern, and publicity: \$3,500

5. Consultant Fees and Honoraria **\$6,000**

Four guest lecturers x 2 days x \$500 = \$4,000

One master teacher x 4 days x \$500 = \$2,000

6. Professional Travel and Subsistence **\$4,805**

Director: 2-day Project Directors Meeting

Airfare: \$375

Subsistence expenses, calculated on a per diem basis: \$270

Guest lecturers

Four airfares @ \$800 = \$3200

Eight per diems @ \$120 = \$960

7. Total of item B only (1 through 6) **\$51,580**

C. INDIRECT COSTS **\$14,442**

Negotiated rate based on appropriate share of "Operating Costs" only (28% of \$51,580)

D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C) **\$147,022**