

NATIONAL ENDOWMENT FOR THE HUMANITIES

**SAMPLE BUDGET FOR
PICTURING AMERICA SCHOOL COLLABORATION PROJECTS**

A. PARTICIPANT STIPENDS

2 two-day conferences and follow-up; 100 participants @ \$300 **\$30,000**

B. OPERATING COSTS

1. Salaries and Wages

a. Project Director @ 10% of \$60,000/year **\$6,000**

b. Professional Staff

1 curator @ \$500/day x 6 days **\$3,000**

Education coordinator @ 5% of \$55,000/year **\$2,750**

c. Secretarial/Administrative Support

Conference coordinator @ \$20/hr for 40 hrs/week x 3 weeks **\$2,400**

Secretary @ 15% of \$28,000/year x 3 months **\$1,050**

2. Fringe Benefits

20% of \$15,200 **\$3,040**

3. Supplies and Materials

Miscellaneous office supplies **\$300**

Materials (110 sets x \$20) **\$2,200**

Conference Publicity **\$2,000**

4. Services

Postage **\$1,000**

Telephone **\$500**

Duplicating **\$1,000**

Media Services (web resources, listservs, videography) **\$2,400**

5. Consultant Fees

Keynote speaker @ \$750 x 2 days **\$1,500**

3 guest faculty @ \$350/day x 4 days **\$4,200**

6. Professional Travel and Subsistence

Airfares for 2 @ \$600 x 2 **\$2,400**

Mileage for 2 @ \$50 x 2 **\$200**

Per diem 4 x 4 days @ \$200 **\$3,200**

7. Total Operating Costs

\$39,140

C. INDIRECT COSTS:

Calculated on Total Operating Costs only (Item B.7): 12% of \$39,140 **\$4,696**

D. TOTAL PROJECT COSTS (add A, B, & C)

\$73,836