

SAMPLE BUDGET: SUMMER SEMINAR

A. PARTICIPANT STIPENDS

Four-week seminar, 16 participants @ \$3,300 **\$52,800**

B. OPERATING COSTS

1. Salaries and Wages \$26,637

a. Project Co-Directors

60% of \$18,000 = \$10,800 x2= \$21,600

b. Faculty, Lecturers, and Other Project Staff

Onsite coordinator: 20 days x \$150 = \$3,000

One Selection Committee Stipend = \$250

c. Administrative support and Graduate Assistants

Secretary: 2 1/2 months (0.2083 year) x 33% of \$26,000= \$1,787

2. Fringe Benefits \$6,304

24% of \$24,850 (1a+1b) = \$5,964

19% of \$1,787 (1c) = \$340

3. Consultant Fees and Honoraria \$250

One selection committee stipend

4. Professional Travel and Subsistence \$2,128

Two-day project directors' meeting for 2 co-directors

Airfare: \$500 x 2=\$1,000

Hotel: 2 days at \$211 = \$422 x 2=\$844

Per diem (meals plus incidental expenses): 2 days at \$71 = \$142 x 2=\$284

5. Supplies and Materials (Consumables) \$560

Misc: \$35 x 16 participants

6. Services \$4,155

Postage: 500 x \$.44 = \$220

Telephone: 3 months x \$120 = \$360

Duplicating: 1500 x \$.05 = \$75

Website, communications intern, and publicity: \$3,500

7. Total of item B only (1 through 6) **\$40,034**

C. INDIRECT COSTS **\$11,210**

Negotiated rate based on appropriate share of "Operating Costs" only (28% of \$40,034)

D. AMOUNT REQUESTED FROM NEH (sum of A, B, & C) **\$104,044**