

**SAMPLE BUDGET: LANDMARKS OF AMERICAN HISTORY AND CULTURE WORKSHOPS  
FOR COMMUNITY COLLEGE FACULTY**

**A. PARTICIPANT STIPENDS**

Two 1-week workshops, 50 participants @ \$1,200 **\$60,000**

**B. OPERATING COSTS**

**1. Salaries and Wages**

**a. Project Director** (13.9% of academic year salary \$60,000) \$8,340

**b. Faculty**  
Four faculty (2 per workshop): \$500/day for 2 days each \$4,000

**c. Secretarial Support and Graduate Assistants**  
Secretary: 5 months x 30% of \$24,000 = \$3,000  
Graduate Asst: \$9/hr x 20/hrs/week x 4 weeks = \$720  
On-site Asst: 10 days x \$200 = \$2,000 \$5,720

**2. Fringe Benefits**  
21% of \$12,340 = \$2,591  
14% of \$5,720 = \$801 \$3,392

**3. Supplies and Materials (Consumables)**  
Miscellaneous office supplies = \$300  
Materials (50 sets x \$30) = \$1,500  
Morning refreshments and water at site visits = \$2,000 \$3,800

**4. Services**  
Postage = \$500  
Telephone = \$1,000  
Duplicating = \$2,000  
Web site and publicity = \$1,500  
Bus rental = \$3,000 \$8,000

**5. Consultant Fees and Honoraria**  
Four visiting faculty (2 per workshop) x \$500/day for 2 days \$4,000

**6. Professional Travel and Subsistence**  
Director: 2-day Project Directors Meeting airfare = \$400  
Per diem: 2 days @ \$250 = \$500  
Faculty (four out-of-state) airfares: 4 @ \$800 = \$3,200  
Per diems 4 x 2 days @ \$200 = \$1,600 \$5,700

**7. Total of item B only (1 through 6)** **\$42,952**

**C. INDIRECT COSTS**

Negotiated rate based on appropriate share of “**Operating Costs**” only  
(30% of \$42,952) \$12,886

**D. AMOUNT REQUESTED FROM NEH:**

**TOTAL PROJECT COSTS (add A, B, & C)** **\$115,838**