

**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 \$18,310

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

b. Faculty \$4,250

Two faculty x 2 days each @ \$500/day x 2 workshops = \$4,000

One selection committee stipend = \$250

c. Administrative Support and Graduate Assistants \$5,720

Administrative Asst.: 5 months (0.4167) 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

2. Fringe Benefits \$3,445

21% of \$12,590 (1a + 1b) = \$2,644

14% of \$5,720 (1c) = \$801

3. Supplies and Materials (Consumables) \$1,800

Miscellaneous office supplies = \$300

Materials (50 sets x \$30) = \$1,500

4. Services \$12,000

Postage = \$500

Telephone = \$1,000

Duplicating = \$2,000

Web site and publicity = \$3,500

Bus rental = \$3,000

Morning refreshments and water at site visits = \$2,000

5. Consultant Fees and Honoraria \$4,250

Four visiting faculty x 1 day each x \$500/day x 2 workshops = \$4,000

One selection committee stipend = \$250

6. Professional Travel and Subsistence \$5,764

Director: 2-day Project Directors Meeting

Airfare = \$400

Hotel: 2 days @ \$211 = 422

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

Faculty

Four airfares @ \$800 = \$3,200

Per diem: 4 x 2 days @ \$200 = \$1,600

7. Total of item B only (1 through 6) **\$45,569**

C. INDIRECT COSTS

Negotiated rate based on appropriate share of "Operating Costs" only (30% of \$45,569) **\$13,671**

D. AMOUNT REQUESTED FROM NEH:

TOTAL PROJECT COSTS (add A, B, & C) **\$119,240**