



Sample NEH Common Heritage Budget

Applicant Institution: *My Town Library and Museum*

OMB No 3136-0134 Expires 6/30/2018

Project Director: *Name of Project Director*

Project Dates (inclusive of planning): *1/1/2017-6/30/2018*

	<i>Description/Notes</i>	<i>Project costs</i>
1. Staff		
Project Director	Plans and coordinates events	\$ 500.00
Assistants	Library Assistant 1 (8 hrs @ \$15/hr) - will monitor and assist scanning/digitization	\$ 120.00
	Library Assistant 2 (8 hrs @ \$15/hr) - will monitor and assist scanning/digitization	\$ 120.00
2. Consultants		
Humanities consultant	Consultant name, University of Fargo (1 day @ \$500)	\$ 500.00
Digitization consultant	Consultant name (1 day @ \$500)	\$ 500.00
3. Travel Costs		
Humanities consultant 1	Transportation (roundtrip by car) \$240; 2 days room & board @ \$130/day	\$ 500.00
Digitization consultant 1	Transportation (roundtrip by car) \$240; 2 days room & board @ \$130/day	\$ 500.00
4. Supplies, Materials, Equipment, Rental Fees		
Scanners	4 scanners @ \$250 each (see budget notes)	\$ 1,000.00
Large-format scanner	Loaned by My Town Library and Museum for community use	\$ -
Digital Camera (for objects)	Loaned by My Town Community College for community use	\$ -
Computers	10 @ \$650 each	\$ 6,500.00
Hard drives	5 2TB hard drives @ \$100 each	\$ 500.00
USB drives	80 @ \$5 each, for personal copies of attendees' digitized heritage materials, to keep	\$ 400.00
Preservation enclosures	2mil archival polyester sheet protectors (500 @ \$1 each)	\$ 500.00
Space rental	Community Hall (\$250 per day, 2 days, donated)	\$ -
Public Program Equipment	Rental of projector and PA system (1 day)	\$ 300.00
Outreach	Publicize events, information sheets for event	\$ 300.00
5. Indirect Costs (if claimed)		

Total project costs: \$ 12,240.00

Total requested from NEH: \$ 12,000.00

Cost sharing by applicant(s) (optional): \$ 240.00

Budget Notes

Digitization consultants will recommend models of scanners & computers; will also assist equipment setup and offer IT support at event.

Reimbursement and travel rates were calculated according to federal per diem rates (<http://www.gsa.gov/portal/category/104711>).

Library assistants will be staff of the My Town Library and Museum who will receive training from consultant and also assist at events.

Note on digitization equipment: each digitization station (5) will have 2 computers to enable continuous scanning + 1 external drive.

Also, four digitization stations will have scanners, while the fifth will have option of large-format scanner or camera (for objects).

After the, scanners and computers will be given to the library, where they will be monitored by library staff & available for public use.

Estimated costs for supplies are documented in the attached appendix with prices from "Company Name" and "Company 2".