



NATIONAL ENDOWMENT FOR THE

Humanities

# 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): *1/1/2018-6/30/2019*

|   | <i>Description/Notes</i>   | <i>Project costs</i> |
|---|--|----------------------|
| <b>1. Staff</b>                                       |  |                      |
| 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            |
| <b>2. Consultants</b>                                 |  |                      |
| Humanities consultant                                 | Consultant name, University of Fargo (1 day @ \$500)                                   | \$ 500.00            |
| Digitization consultant                               | Consultant name (1 day @ \$500)  | \$ 500.00            |
| <b>3. Travel Costs</b>                                |  |                      |
| 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            |
| <b>4. Supplies, Materials, Equipment, Rental Fees</b> |  |                      |
| 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            |
| <b>5. Indirect Costs (if claimed)</b>                 |  |                      |

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 event, 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".