



# Sample NEH Common Heritage Budget

Applicant Institution: *My Town Library and Museum*

OMB No 3136-0134 Expires 6/30/2018

Project Director: *Jane Smith*

Project Dates (inclusive of planning): *1/1/2019-6/30/2020*

<b>1. Staff</b>	<i>Description/Notes</i>	<i>Project costs</i>
Project Director, Jane Smith	Plans and coordinates events, 2.5% @ \$60,000 annual salary	\$ 1,500
Assistant, Jack Johnson	Library Assistant 1 (8 hrs @ \$15/hr) - will monitor and assist scanning/digitization	\$ 120
Assistant, Sally Taylor	Library Assistant 2 (8 hrs @ \$15/hr) - will monitor and assist scanning/digitization	\$ 120
Fringe Benefits	All Employees, 20% @ total staff costs \$1,740	\$ 348
	<i>Total Staff</i>	\$ 2,088
<b>2. Consultants</b>		
Humanities consultant	Consultant name (1 day @ \$500)	\$ 500
Digitization consultant	Consultant name (1 day @ \$500)	\$ 500
	<i>Total Consultants</i>	\$ 1,000
<b>3. Travel Costs</b>		
Humanities consultant	Consultant name, one roundtrip by car to Common Heritage event from City to My Town (100 miles @ \$0.55/mile). Lodging, parking, and per diem (2 days @ \$130/day).	\$ 315
Digitization consultant	Consultant name, one roundtrip by car to Common Heritage event from City to My Town (100 miles @ \$0.55/mile). Lodging, parking, and per diem (2 days @ \$130/day).	\$ 315
	<i>Total Travel</i>	\$ 630
<b>4. Supplies, Materials, Equipment, Rental Fees</b>		
Scanners	4 scanners @ \$250 each (see budget notes)	\$ 1,000
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	5 @ \$900 each	\$ 4,500
Hard drives	5 2TB hard drives @ \$100 each	\$ 500
USB drives	80 @ \$5 each, for personal copies of attendees' digitized heritage materials, to keep	\$ 400
Preservation enclosures	2mil archival polyester sheet protectors (500 @ \$1 each)	\$ 500
Space rental	Community Hall (\$250 per day, 2 days, donated)	\$ -
Public Program Equipment	Rental of projector and PA system (1 day)	\$ 300
Outreach	Publicize events, information sheets for event	\$ 300
	<i>Total Supplies</i>	\$ 7,500

		<i>Total Direct Costs</i>	\$	11,218
<b>5. Indirect Costs (if claimed)</b>	25% of MTDC (negotiated with Dept. of Interior 1/1/18)		\$	<b>2,805</b>
		Total project costs:	\$	14,023
		<b>Total requested from NEH:</b>	<b>\$</b>	<b>12,000</b>
		Cost sharing by applicant(s) (optional):	\$	2,023

### **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 1 computer 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 event, scanners & 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".