

**SAMPLE BUDGET:  
LANDMARKS OF AMERICAN HISTORY AND CULTURE WORKSHOPS  
FOR NATIONAL AND COMMUTING PARTICIPANTS**

**A. NEH SUMMER SCHOLAR STIPENDS**

1-week workshop, 36 national participants @ \$1,200	\$43,200
1-week workshop, 36 commuting participants @ \$600	\$21,600

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**\$64,800**

**B. OPERATING COSTS**

**1. Salaries and Wages**

a. Co-director Smith =	\$9,000
Co-director Rivera =	\$9,000

b. Two faculty x 2 days each @ \$500/day x 2 workshops =	<u>\$4,000</u>
	\$22,000

c. Admin assistant: 5 months x 40% of \$35,000 =	\$5,833
Graduate assistant: \$16/hr x 20/hrs/week x 4 weeks =	\$1,280
On-site assistant: 12 days x \$150 =	<u>\$1,800</u>
	\$8,913

**2. Fringe Benefits**

26% of \$22,000 (1a + 1b) =	\$5,720
16% of \$8,913 (1c) =	<u>\$1,426</u>
	\$7,146

**3. Consultant Fees**

Four visiting faculty x 1 day each @ \$500/day x 2 workshops =	\$4,000
Two selection committee stipends @ \$250 each =	<u>\$500</u>
	\$4,500

**4. Travel**

Two co-directors: 2-day Project Directors Meeting	
2 x airfare =	\$1,200
2 x hotel: 2 days @ \$211 =	\$844
2 x per diem: 2 days @ \$71 =	\$284
Four visiting faculty airfares @ \$600 x 2 workshops =	\$4,800
Per diem: 4 @ \$200 x 1 day x 2 workshops =	<u>\$1,600</u>
	\$ 8,728

**5. Supplies and Materials**

Office supplies =	\$600
Materials (72 sets x \$30) =	\$2,160
Packets for one-day local follow-up conference (40 sets x \$10)	<u>\$400</u>
	\$3,160

**6. Services**

Postage =	\$500
Telephone =	\$1,000
Duplicating =	\$2,000
Website and publicity =	\$5,000
Technical assistance for follow-up webinar (\$20/hr x 12 hrs) =	\$240
Bus rental =	\$3,000
Morning refreshments and water at sites =	<u>\$2,000</u>
	\$13,740

<b>7. Total of item B (Operating Costs, 1-6) only</b>	<b>\$68,187</b>
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**C. INDIRECT COSTS**

Negotiated rate based on appropriate share of "Operating Costs" only (30% of \$68,187)	<b>\$20,456</b>
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**D. AMOUNT REQUESTED FROM NEH:  
TOTAL PROJECT COSTS (add A, B, & C)**

**\$153,443**