LANDMARKS SAMPLE BUDGET JUSTIFICATION

A. Senior/Key Personnel
Project Director, Carol Jones. She earns a base salary of $65,000 and will spend 4.5 months on this project. We request $24,375 in wages. Fringe at 30%, $7,313. Total, $31,688

Co-Director and Replacement PD, George Smith. He earns a base salary of $62,000 and will spend two months on the project. We request $10,333 in wages. Fringe at 30%, $3,100. Total, $13,433

B. Other Personnel
Graduate Student. 140 hours of work for a graduate student to build our institute’s website, provide tech support, and help with project logistics. 140 x $15 hour, $2,100. Fringe at 6%, $126. Total, $2,226

D. Travel
Travel for Jones and Smith to attend two-day project directors’ meeting in October at NEH in Washington, DC, per GSA rates. Two people at $1,101.50, total $2,203

<table>
<thead>
<tr>
<th>Travel Day</th>
<th>Meeting Day 1</th>
<th>Meeting Day 2 &amp; Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT Coach Airfare, Springfield – DC:</td>
<td>Hotel $257</td>
<td>Meals &amp; Incidentals, last day $59.25</td>
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<tr>
<td>Ground Transportation: $20</td>
<td>Meals &amp; Incidentals $79</td>
<td>Ground Transportation: $20</td>
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<tr>
<td>Hotel $257</td>
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<tr>
<td>Meals &amp; Incidentals, first day $59.25</td>
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<tr>
<td>$686.25</td>
<td>$336</td>
<td>$79.25</td>
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</tbody>
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Box lunches for 4 institute staff at $9, state park field trip, both weeks, total $72

Admission fees for 4 institute staff to 4 sites ($6, $8, $5, $8), both weeks, total $216

E. Participant Support Costs
2) Stipends: 72 participants at $1,300 each, total $93,600
4) Subsistence: Box lunches for the field trip to Springfield State Park, where there is no access to restaurants. 72 lunches at $9 each, total $648
5) Other:
Transportation: Chartered motor coach at $1,300 per day for a total of three full days, both weeks, total $7,800
Admission fees, total $1,944
- Springfield State Park: 72 at $6 each, $432
- Hometown Museum: 72 at $8 each, $576
- Springfield Cultural Center: 72 at $5 each, $360
- Martinsdale Historic House: 72 at $8 each, $576
Bottled water, $150
F. Other Direct Costs

1) Materials and Supplies
   - 75 copies of *Springfield: A History*, at $18 each, $1,350; and estimated costs for shipping to participants: $720. Total, $2,070
   - Office supplies: $200

3) Consultant Services
   - Education Specialist, Tom Miller. He will support co-directors in institute planning and work with participants on their curriculum design projects. 20 days for a fee of $4,000
   - Visiting faculty will lecture, facilitate discussions, and lead site tours during both weeks of the institute. 4 at $750 each, total $3,000

6) Facility Rental Fees. Meeting room rental at the hotel for daily activities and final presentations. $1,750/week x 2 weeks, total $3,500

G. Total Direct Costs: $166,750

H. Indirect Costs: $5,910
We do not have a federally-negotiated indirect cost rate, so we are using the 10% de minimis rate. We removed total participant support costs ($104,142) and rental costs ($3,500) from the total direct costs to calculate the Modified Total Direct Costs (MTDC)/indirect cost base of $59,108.

I. Total Direct and Indirect Costs: $172,660