

Fellowship Programs at Independent Research Institutions

Sample Financial Report of Existing Fellowship Programs

I. OUTLAYS

Fiscal Year 2016-17

Direct payments to fellows

Stipend for twelve-month NEH fellow (1 @ \$50,400)	\$50,400
Stipend for four-month NEH fellow (1 @ \$16,800)	\$16,800
Stipends for Mellon fellows (2 @ \$50,000)	\$100,000
Stipends for predoctoral fellows (3 @ \$20,000)	\$60,000
Travel allowances (7 @ 1,000)	\$7,000
Subtotal	\$234,200

Publicity

Printing	\$1,400
Postage and mailing supplies	\$600
Web design/Internet posting	\$1,000
Subtotal	\$3,000

Selection

Travel of committee members (5)	\$3,750
Lodging and per diem	\$2,000
Honoraria	\$1,250
Copying costs	\$300
Subtotal	\$7,300

Other services

Housing for fellows	\$200,000
Reading room/computer services	\$6,700
Food costs for working luncheons/seminars	\$4,500
Fees to use offsite libraries	\$800
Subtotal	\$212,000
Total Outlays	\$456,500

II. FUNDING

NEH outright funds	\$57,185
NEH matching funds	\$8,400
Restricted endowed funds	\$195,000
Allocation from operating costs	\$85,915
Annual grants and gifts	\$110,000
Total Program Funding	\$456,500



Fellowship Programs at Independent Research Institutions

SAMPLE Three-Year Budget Request from NEH for Stipends and Selection Costs

SAMPLE RESEARCH CENTER

Enter dollar amounts for each year.
Do not prorate.

"Totals" column will fill in
automatically.

I. Outlays

Payments to Grantees	2020	2021	2022	Totals
Fellowship stipends from NEH outright funds	\$60,000	\$60,000	\$60,000	\$180,000
One fellowship at 12 months and one at 4 months per year	16	16	16	48
Third-party gifts and NEH matching funds	\$20,000	\$20,000	\$20,000	\$60,000
Additional stipend funding from non-NEH sources	\$5,000	\$5,000	\$5,000	\$15,000
Subtotal	\$85,000	\$85,000	\$85,000	\$255,000

Edit fellowship terms as needed.

If there are no matching or additional stipend funds, enter \$0

Selection Costs for 5 Committee Members

Travel	\$2,000	\$2,000	\$2,000	\$6,000
Lodging and per diem	\$1,500	\$1,500	\$1,500	\$4,500
Honoraria	\$1,500	\$1,500	\$1,500	\$4,500
Subtotal	\$5,000	\$5,000	\$5,000	\$15,000

Indirect Costs are determined by your Institution's Indirect Costs Agreement; a copy of the agreement must be appended as the "Budget Narrative File."

Total Direct Costs	\$90,000	\$90,000	\$90,000	\$270,000
Total Indirect Costs	\$1,785	\$1,785	\$1,785	\$5,355
Total Program Costs	\$91,785	\$91,785	\$91,785	\$275,355

"Total Program Costs" and "Total Funding" will fill in automatically. These two rows should match.

II. FUNDING

Requested NEH Funds

Outright funds	\$66,785	\$66,785	\$66,785	\$200,355
Matching funds	\$10,000	\$10,000	\$10,000	\$30,000
Total NEH Funding	\$76,785	\$76,785	\$76,785	\$230,355

Non-NEH Funds

Funds from third parties to meet NEH match	\$10,000	\$10,000	\$10,000	\$30,000
Additional stipend funding from non-NEH sources	\$5,000	\$5,000	\$5,000	\$15,000
Total Non-NEH Funds	\$15,000	\$15,000	\$15,000	\$45,000

If there are no matching or additional stipend funds, enter \$0

Total Funding	\$91,785	\$91,785	\$91,785	\$275,355
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