

**SAMPLE BUDGET: LANDMARKS OF AMERICAN HISTORY AND CULTURE FOR
SCHOOL TEACHERS**

A. PARTICIPANT STIPENDS

Two 1-week workshops, 80 participants @ \$1,200 **\$96,000**

B. OPERATING COSTS

1. Salaries and Wages

a. Project Director (13.9% of academic year salary \$60,000) \$8,340

b. Faculty, Lecturers, and Other Project Staff
Four faculty (2 per workshop): \$500/day for 2 days each \$4,000

c. Secretarial support and Graduate Assistants
Secretary: 5 months x 30% of \$24,000 = \$3,000
Graduate assistant: \$9/hr x 20/hrs/week x 4 weeks = \$720
On-site assistant: 10 days x \$200 = \$2,000 \$5,720

2. Fringe Benefits

21% of \$12,340 = \$2,591
14% of \$5,720 = \$801 \$3,392

3. Supplies and Materials (Consumables)

Miscellaneous office supplies = \$300
Materials (80 sets x \$30) = \$2,400
Morning refreshments and water at site visits = \$2,000 \$4,700

4. Services

Postage = \$500
Telephone = \$1,000
Duplicating = \$2,000
Web site and publicity = \$1,500
Bus rental = \$3,000 \$8,000

5. Consultant Fees and Honoraria

Four visiting faculty (2 per workshop) x \$500/day for 2 days \$4,000

6. Professional Travel and Subsistence

Director: 2-day Project Directors Meeting airfare = \$400
Per diem: 2 days @ \$250 = \$500
Faculty (four out-of-state) airfares: 4 @ \$800 = \$3,200
Per diems: 4 x 2days @ \$200 = \$1,600 \$5,700

7. Total of item B only (1 through 6) **\$43,852**

C. INDIRECT COSTS

Negotiated rate based on appropriate share of "Operating Costs" only
(30% of \$43,852) \$13,156

D. AMOUNT REQUESTED FROM NEH:

TOTAL PROJECT COSTS (add A, B, & C) **\$153,008**