

5. SUPPLIES AND MATERIALS - Include consumable supplies, materials to be used in the project and items of expendable equipment; i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than one year.

Item	Basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
	SUBTOTAL			

6. SERVICES - Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts provide an itemization of subcontract costs on this form or on an attachment.

Item	Basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
	SUBTOTAL			

7. OTHER COSTS - Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
SUBTOTAL				

8. TOTAL DIRECT COSTS (ADD SUBTOTALS OF ITEMS 1 THROUGH 7) [] [] []

9. INDIRECT COSTS (THIS BUDGET ITEM APPLIES ONLY TO INSTITUTIONAL APPLICANTS.)
 If indirect costs are to be charged to this project, CHECK THE APPROPRIATE BOX BELOW and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NEH if application is funded. (Provide an estimate in item B of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000, whichever sum is less.)

A. Name of federal agency Date of agreement

B.

Rate		Salary base	NEH Funds (a)	Cost Sharing (b)	Total (c)
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
	% of				
TOTAL INDIRECT COSTS					

10. TOTAL PROJECT COSTS (DIRECT AND INDIRECT) FOR BUDGET PERIOD [] [] []

SECTION B - Summary Budget and Project Funding

SUMMARY BUDGET

Transfer from section A the total costs (column c) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

Budget Categories	First Year/ from <input type="text"/>	Second Year/ from <input type="text"/>	Third Year/ from <input type="text"/>	TOTAL COSTS FOR ENTIRE GRANT PERIOD
	thru <input type="text"/>	thru <input type="text"/>	thru <input type="text"/>	
1. Salaries and Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
2. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
3. Consultant Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
4. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
5. Supplies and Materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
6. Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
7. Other Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
8. Total Direct Costs (items 1-7)	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
9. Indirect Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>
10. Total Project Costs (Direct & Indirect)	<input type="text"/>	<input type="text"/>	<input type="text"/>	= <input type="text"/>

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Requested from NEH:

Outright Federal TOTAL NEH FUNDING

2. Cost Sharing:

Applicant's Contributions	Third-party Contributions	Project Income	Federal Agencies	TOTAL COST SHARING
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Total Project Funding (NEH Funds + Cost Sharing) =

1. Indicate the amount of outright and/or federal matching funds that is requested from the Endowment.

2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under Third-party Contributions. (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.

3. Total Project Funding should equal Total Project Costs.