



MAJOR AND MINI GRANT APPLICATION BUDGET SUMMARY FORM (See Guidelines Section for Budget Instructions)

Project Title: _____

**For each line item, enter whole-dollar amounts.
Round off any fractions to the nearest whole dollar.**

BUDGET CATEGORIES	IHC GRANT FUNDS	APPLICANT COST-SHARE		TOTAL COST
		IN-KIND	CASH	
1. Salaries and Wages				
2. Fees and Honoraria				
3. Travel and Per Diem				
4. Supplies, Postage, Telephone				
5. Promotion - Printing, Postage, Media Advertising				
6. Facilities and Equipment				
7. Printing and Copying				
8. Other				
9. Subtotal of Project Costs				
10. Indirect Costs*				
11. TOTAL PROJECT COSTS				

**IHC may trim requests and/or attach conditions to any grant it awards,
and may choose not to fund indirect costs.**

List all definite and possible sources and amounts of cash income (other than IHC) for the project.

<u>CONFIRMED</u>		<u>POTENTIAL</u>	
Source	Amount	Source	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

IHC Funds: IHC funds may only be used for **expenses incurred during the grant period**. The grant period begins the day the funds are awarded and normally ends 30 days after the program ends. IHC funds **may not be used to pay for capital (building construction) purchases or alcohol**.

Cost-Share: Cost-Share includes project costs not being paid by IHC. **It must be at least equal to the amount requested from IHC. Cost-share may not include other federal funds.** **In-kind cost-share** includes donated time, facilities, supplies, duplicating, donated travel costs, etc. In-kind does not involve cash outlays, but is calculated at a cash value. **Cash cost-share** includes any items that require a cash outlay.

***Indirect Costs:** Some organizations might wish to claim indirect costs. Indirect costs are those costs incurred by organizations that are not easily identified as specific to a project. Typical examples are allowances on buildings and equipment, the costs of operating and maintaining facilities, and general (non-project) administration expenses. **Indirect costs may be included as cost-share.**

Organizations without federally negotiated indirect cost rates are not eligible for support fo indirect costs. If an organization has a federally negotiated indirect cost formula, it may request no more than 10% of that amount from IHC. The remaining 90% is to be included in the budget as cost-share. Applicants who wish to claim indirect costs should include in the budget narrative some verification of their formula by an appropriate federal agency. (See budget instructions for more information.)

NOTE: Grantees are required to submit a final report, summarizing all expenditures for the project (both IHC and cost-share). Reporting forms and instructions are sent with approval packets. Grantees are required to keep all supporting documentation for both IHC and cost-share expenditures – bills, sales receipts, cost-share documentation – for at least three years after the date the final report is submitted. In the event of an audit, these records must be made available upon request by IHC's or NEH's auditor.