# Budget Worksheet

***Instructions:***

Be as detailed as possible when filling out this budget form. Insert additional lines and pages as needed. All funds requested and matched by your institution should be accounted for in this budget. The *total* amount of requested funding must be matched by your institution with at least a 1:1 ration by cash match, in-kind match, or a combination. The budget does not need to match 1:1 per line item.

***Definitions:***

**Grant Request:** The amount of funding you are requesting from the USHRAB.

**Cash Match:** The amount of money your institution is contributing to the project.

**In-kind Match:** Services or products contributed to the project. This includes volunteer labor (calculated at $27.82/hour unless a higher professional rate can be justified in writing) and donated services.

**Personnel**: All professional, volunteer, and contracted workers on this project. Please list each person, position, and compensation amount individually.

**Materials and expenses**: Archival boxes and folders, photo sleeves, technical services (including digitization fees), etc. *Please itemize.* Do not simply put “supplies,” but indicate the type, number, and per-unit cost of the supplies.

**Total Budget:** Combined grant request and local match. Take care to total columns correctly.

***Tips:***

* All personnel, services, materials, and travel should be described in the narrative Project Scope and Plan of Work sections.
* Remember to itemize materials and expenses for technical services, archival supplies, etc.
* Remember to include the name, title, and compensation amount for all personnel listed.
* Insert additional rows and/or provide attachments if needed.
* Mileage is reimbursed at $0.58 per mile.
* All funds requested from the USHRAB and matched locally must be accounted for on this budget form.

# Estimated Expenditure of Cash/Value of In-Kind Services

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|  | **Grant Request**  | **Local Match** | **Total Budget** |
| Cash or In-kind |
| **Personnel**  |
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| **Materials and expenses**  |
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| **Travel and mileage** (mileage reimbursed at $0.58 per mile) (itemize per travel event) |
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| **TOTALS**  |  |  |  |