

Humanities MONTANA *Speakers Bureau* Sponsor Cost Share Worksheet

This form is to be used to calculate Cost Share for a Speaker's Bureau program that your organization has sponsored. **After completing this form, please enter the cost share total where prompted in your on-line final report.** You need not send this form to Humanities Montana, but must retain it for audit purposes.

Date of Program: _____ Speaker: _____

Location: _____ County: _____

Sponsor Organization: _____

Cash (please describe any cash expenses that were incurred by your organization to host this event – e.g. printing of flyers, rental of space or equipment, refreshments – **do not include \$50.00 co-pay**) :

	\$ _____
	\$ _____
	\$ _____

In-Kind Contributions:

Time contributed planning, promoting, and carrying out this program (\$10.00 per hour is the accepted rate for volunteers who have no hourly rate and \$50.00 per hour is the accepted maximum hourly rate)

Name: _____ Hours _____ *times* hourly rate of \$ _____ *equals* \$ _____

Name: _____ Hours _____ *times* hourly rate of \$ _____ *equals* \$ _____

Name: _____ Hours _____ *times* hourly rate of \$ _____ *equals* \$ _____

Mileage contributed planning, promoting, and carrying out this program.

Number of miles _____ *times* \$0.55 per mile *equals* \$ _____

Donated Media Coverage

Inches of newspaper space _____ *times* \$ _____ per inch *equals* \$ _____

Minutes of broadcast time _____ *times* \$ _____ per minute *equals* \$ _____

dollar value \$ _____

Other (please specify) _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL DOLLAR VALUE FOR ALL COST SHARE (should equal or exceed \$400) \$ _____

(Please enter this total in your final on-line report)

Name of person completing this form: _____

Date: _____