

**The proposed project budget form template can be downloaded directly from within the Film + Video application form in our online grant management system. Other versions of the proposed project budget form will not be accepted without prior approval.**

Proposed project budgets must be specific to the grant period of performance (activity start and end dates) and stage of funding for which you are applying. The budget should include a full budget breakdown of known and anticipated allowable project expenses. This includes both expenses which you are requesting financial support from Humanities Montana and those which will be paid for through other secured funding (other cash income) and donated (in-kind) goods and services.

## Budget & Budget Narratives – Definitions

- **Expense/Cost** = The resources needed to operate the program.
- **In-Kind Cost Match/Share** = The value of donated goods and services.
- **Other Cash Income Cost Match/Share** = Funds provided by your organization or other funders to cover the remaining balance of included expenses and/or other expenses related to the project. BE SURE these expenses are eligible before including in the budget!
- **Expense description** = Brief description illustration how expense amount was calculated.
- **Budget narrative/description** = Detailed explanation for each itemized expense included in the budget.
- **Direct Expenses** = Expenses directly related to the project and 100% necessary to carry out activities.
- **Indirect Expenses** = General operating expenses indirectly related, but needed to support project activities.

## Budget Detail Instructions

**Step 1** - Download the proposed budget form using the link within the online application.

**Step 2** - Update all cells highlighted in purple. 

Sections with **red lettering** automatically calculate totals. Please do not edit these cells.

**Step 3** - UPLOAD the revised form to your online application as an Excel file.

The descriptions below will help you complete each section.

#### **Project Name**

The project name included on the budget form should match the title used at the beginning of your online application.

#### **Grant Start Date & Grant End Date**

The grant period of performance is the span of time during which you may incur expenses to carry out the work of your Humanities Montana award. Your grant period of performance begins the date funds are awarded and normally ends 30 days after the funded program or activity ends. The dates listed here should (1) match the dates included in your online application and (2) align with the key activities and schedule outlined in the work plan section of your online application.

#### **Applicant Organization Name**

The name of the organization or institution submitting a proposal to Humanities Montana. This organization is considered the subrecipient of record and assumes all programmatic, financial, and legal responsibilities associated with the award, including adherence to, and compliance with, federal regulations and the terms and conditions of the award.

#### **Amount Requested**

The total amount of funds you are requesting from Humanities Montana.

- This amount will automatically populate the total cash income from Humanities Montana in the Project Income section.
- This amount should match the subtotal of proposed expenses, which is automatically calculated at the bottom of the form.

#### **Project Income**

List all sources of project income including in-kind contributions and other income and mark whether they are prospective or committed by marking the square. Applications may include both secured and potential funding sources. You may insert additional income source rows as needed.

#### Examples of other funding sources:

- Private funds
- Bank loans
- Crowdfunding
- Grants (no federal funds can be included in your cost match)
- Registration/Ticket Sales
- Sponsorships
- In-kind (value of donated goods, services, and volunteer time)

Note: All project income must be allocated to allowable expenses in the Budget Detail. If you have secured funding from another source for an unallowable expense such as meals for an audience, purchasing equipment, or other general operating expenses, please do not include the income or expense in your proposed budget.

Note: ONLY secured/committed funds are allowed in the final report and will need match or exceed the total award amount from Humanities Montana.

Once you have entered the income amounts from all sources, the form will automatically calculate your Total Income from all sources.

#### **Budget Detail**

Accuracy and relevancy are essential in this section. Although your proposed budget is an estimate, it should be thorough and detailed and align with the project work plan (research, production, or post-production). The application should include a full breakdown of budgeted expenses for the individual stage of funding for which you are applying. All expenses included in the budget must be allowable (see Budget Guidelines).

#### Project Expense Category

Insert additional purple cells, as needed, to capture all proposed expense categories.

#### Brief Description

Type a brief description of your expense calculation. *Example:* Director mileage RT travel Missoula to Billings (est. 686 miles @ \$.67/mi) = \$460 (rounded to nearest whole dollar)

#### Proposed Cost

The estimated cost of activity in the brief description you are asking Humanities Montana to support through grant funds.

#### Cost Share

The estimated cost of activity in the brief description that will be donated through in-kind contributions or paid for with a different funding source. Your total estimated cost share must match or exceed your Humanities Montana Funds 1:1.

#### Allowable Expenses

This list is not exhaustive. Refer to the grant application guidelines and contact Humanities Montana at (406) 243-6067 if you are unsure if an expense is eligible to include in the project budget.

#### 1) Personnel

- Project staff and contracted professionals may be paid a salary with Humanities Montana funds. No more than 10% of the Humanities Montana grant may be used for CEO or Executive Director salaries. Participating scholars and other resource people may receive honoraria from Humanities Montana grant funds.

#### 2) Travel/Per Diem

- Humanities Montana **will pay actual expenses for coach air or train travel and per diem.**
- In-state events: \$33.50/day for food (breakfast=\$8.25; lunch=\$9.25; dinner=\$16.00)

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- Out-of-state events: \$54.00/day for food (breakfast=\$13.00; lunch=\$15.00; dinner=\$26.00).
- In-state motel: \$12.00 (without receipt); Out-of-state motel: \$50.00.
- Mileage: Humanities Montana allows mileage reimbursement for personal car use pursuant to the standard business mileage rate determined by the IRS. This rate is subject to change. [Visit the IRS website for more information.](#)

#### 3) Project Activities

- **Promotion/Publication**

All programs must budget for appropriate and effective publicity/promotion/outreach. You may request funds for promotional printing costs (posters, programs, etc.) and print and other advertising,

- **Facilities & Equipment (RENTALS ONLY)**

Humanities Montana grants do not cover the purchase of facilities or equipment, but may be used for rentals of either. Humanities Montana will not pay for the purchase of equipment. The value of facilities and equipment can also be used as in-kind match.

#### 4) Other

- Your project may include expenses for other needs which will require prior authorization from Humanities Montana.
- Fees (licenses, copyright permissions, archival storage, etc.)

## Budget Justification Instructions

In this section you will need to provide a detailed budget narrative providing justification for each expense listed in your budget form.

The budget justification should include additional details about:

- Each expense as it relates to the project work plan and schedule.
- How you arrived at the total amount (reference quotes, locations & distances, number of trips, etc.)

- Information about how you calculated in-kind contributions.
- Descriptions of your other potential or secured funding sources.
- Any other details you feel are important for reviewers to know about your project expenses.

## Budget & Budget Narratives – Dos & Don'ts

### DO

- ✓ Be sure the project budget is consistent with the work plan section.
- ✓ Be sure any costs associated with outreach and evaluation are included.
- ✓ Base numbers on solid estimates – quotes, price checks, organizational experience.
- ✓ Be positive that the numbers add up (and down and across) in your budget template and justification.
- ✓ Ask for what you need, not what you want.

### DO NOT

- x Inflate the budget in case the funder offers less than requested.
- x Create a budget that is unreasonably low in hopes that reviewers will find it more attractive.
- x Include ineligible expenses/costs.

### Questions?

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