

**PROJECT GRANT
BUDGET REQUEST FORM**

Organizations must demonstrate at least a one-to-one in-kind and/or cash cost-share. The cash cost-share must equal or exceed 10 percent of the MH funds requested, and the total cost-share (cash *and* in-kind) must equal or exceed the MH funds requested.

The total of lines A and B may not exceed more than 50% of the total MH funds requested. Lines A and B must also be matched, at least equally, in cash.

Please estimate all of your cash and in-kind efforts. Some common in-kind contributions are the use of facilities, supplies donated to the project, and volunteer time. Paid staff time dedicated to the project but not covered by the grant should be recorded in the cash cost-share column; all volunteer time should be recorded in the in-kind cost-share column. In Massachusetts, volunteer time is valued at approximately \$30/hour.

Please round off figures to the nearest dollar, and please complete the budget explanation (next page).

	MH FUNDS REQUESTED [1]	COST-SHARE Cash [2]	COST-SHARE In-kind [3]	LINE TOTAL [4]
A. Project Director			\$6,750	\$6,750
B. Staff at Sponsoring Organization		\$9,200		\$9,200
C. Project (Humanities) Scholar				
D. Speakers, Panelists, Moderators, Scholars		\$1,000		\$1,000
E. Researchers, Consultants, Writers, Technicians	\$8,950		\$1,600	\$10,550
F. Other Personnel, Volunteers	\$1,400		\$15,480	\$16,880
G. Travel, Meals, Lodging	\$2,400	\$2,850		\$5,250
H. Promotion, Publicity Costs	\$300	\$2,000		\$2,300
I. Supplies: Printing, Postage, etc.		\$300		\$300
J. Equipment Rental, Materials		\$3,500		\$3,500
K. Rental of Space, Custodial Service	\$1,950	\$500		\$2,450
L. Evaluation Costs		\$250		\$250
M. Indirect Costs (please itemize)				
N. Other (please explain)				
TOTALS	\$15,000	\$22,100	\$23,830	\$58,430

**PROJECT GRANT
BUDGET EXPLANATION**

Please show how you arrived at each of the numbers on the budget. Feel free to add lines.

Indicate the source of the *cash* cost-share, and note whether funds are in hand or need to be raised.

		MH FUNDS	COST-SHARE Cash [source]	COST-SHARE In-kind
--	EXAMPLE	\$600 (\$300 honoraria for two speakers: Susan Ross, Jake Jarmel)	\$500 (10 hrs of editing @ \$50/hr: Scott Drake) [Varnsen Grant—pending]	\$900 (10 hrs @ \$30/hr for 3 volunteer designers: Jocelyn Landis, Remy Temple, Owen March)
A	Project Director			Total: \$6,750 <ul style="list-style-type: none"> \$6,750 - 5 hrs per week for 45 weeks @ \$30/hour: Patricia Greenfield – Project Director and Project Scholar
B	Staff at Sponsoring Organization		Total: \$9,200 <ul style="list-style-type: none"> \$8,000 - 5 hrs per week for 40 weeks @ \$40/hour: Clare Hammonds [paid Labor Center employee – secured] \$1,200 - 40 hours @ \$30/hour for Labor Center staff Julie Rosier [paid Labor Center employee – secured] 	
C	Project (Humanities) Scholar			Project Scholar hours combined with Line A
D	Speakers, Panelists, Moderators, Scholars		Total: \$1,000 <ul style="list-style-type: none"> \$1000 - \$500 fee for two speakers [UMass campus sponsor contributions - \$200 from each of 5 departments – pending] 	
E	Researchers, Consultants, Writers, Technicians	Total: \$8,950 <ul style="list-style-type: none"> \$3,000 - Facilitation of 3-day digital storytelling workshop, including project planning: Anna Mullany \$750 - Post-production edits on digital storytelling project: Anna Mullany \$3,600 – Fee for ten digital storytellers (i.e., consultants) at \$360 per person \$1,600 - Development of website to share digital stories and conference materials (consultant to be selected by the Labor Center) 		Total: \$1600 <ul style="list-style-type: none"> \$1,600 - Digital storytelling consultant for workshop, workshop prep, and for conference: Project Scholar Aline Gubrium for 40 hours @ \$40/hour
F	Other Personnel, Volunteers	Total: \$1,400 <ul style="list-style-type: none"> \$1,400 – 7 conference workshop facilitators for 8 hours @ \$25/hour 		Total: \$15,480 <ul style="list-style-type: none"> \$14,400 - Volunteer Working group (3 hrs per week for 40 weeks @ \$30/hour: Stephen Linsky, Adriana Fieldman, Jerry Levinsky, Jon Weissman) \$1,080 - 6 conference workshop facilitators for 6 hours @ \$30/hour
G	Travel, Meals, Lodging	Total: \$2,400 <ul style="list-style-type: none"> \$150 Transportation for community members in Hamden County to attend 	Total: \$2,850 <ul style="list-style-type: none"> \$350 to cover full remaining costs of food for digital 	

		<p>the conference – 10 roundtrip carpools from Union Station, Springfield to UMass Amherst for 3 days (10 cars of 52 miles roundtrip @ \$0.14/mile X 2 days)</p> <ul style="list-style-type: none"> • \$250 (a partial MH contribution towards breakfast, lunch, and snacks for ten participants, facilitator, and coordinator at \$25 per person during the 3 day digital storytelling workshop; calculations based on federal area reimbursement rates of \$25 for breakfast and lunch; we will spend less) • \$2,000 for travel and lodging for two presenters for two days (calculations based on \$800 @ \$200 per night for two nights at contract rate at UMass Campus Center for two people and \$1200 estimated travel. We are placing speakers in CC for their convenience and to avoid having car rental costs and/or a person on call to drive them from hotel to event. This allows them to go back to their rooms, as needed, and also to attend, at their option, a separately funded—outside of this grant—for a reception Saturday night, open to all conference attendees but not an official part of the conference. Comparables--with discounted deals and without taxes and fees counted in--for the same time in 2018 in good quality hotels in Hadley are: Hampton Inn, \$162/night; Holiday Inn Express and Suites, \$217/night; and Courtyard Hadley, \$179/night.) 	<p>storytelling workshop [\$350 - union donation –pending]</p> <ul style="list-style-type: none"> • \$2,500 for light breakfast and snacks during the conference [Based on cost of \$25/person at 100 participants; amount will be raised through a combination of unions’ underwriting of their member attendees –a common practice - organizational underwriting, including from university labor centers, individual donations, and a registration payment of \$25 per person for attendees who are able to pay that fee - pending] 	
H	Promotion, Publicity Costs	<p>Total \$300</p> <ul style="list-style-type: none"> • \$300 creation and custom design of conference registration information website 	<p>Total: \$2,000</p> <ul style="list-style-type: none"> • \$2,000 Conference Services support including running registration system, providing reports on registration, collecting any registration fees, staffing days-of-conference registration and materials tables, and creating and distributing print and web-based conference materials \$20/person @100 participants=\$2000 [\$1000 Regional Unions and labor federations – pending, \$1000 Individual donors- pending] 	

I	Supplies: Printing, Postage, etc.		Total: \$300 <ul style="list-style-type: none"> \$300 Printing [Labor Center-secured] 	
J	Equipment Rental, Materials		Total: \$3,500 <ul style="list-style-type: none"> \$1000 (cost of purchasing and/or renting four films at \$250/film) [Labor Center – \$2500; Digital equipment rental from UMass Conference Services (needed to run three films at once Saturday morning and afternoon, Saturday night film, Sunday morning film segments, equipment comes with technical set-up and support) [Markham-Nathan Fund – secured] 	
K	Rental of Space, Custodial Service	Total: \$1,950 <ul style="list-style-type: none"> \$1,950: Rental of conference space at UMass Amherst Conference Center (includes one large plenary room Saturday and Sunday morning, three breakout rooms to show three films Saturday, and smaller breakout spaces for small group discussion. 	Total: \$500 <ul style="list-style-type: none"> \$500 (cost of reserving the UMass space) [Labor Center-secured] 	
L	Evaluation Costs		Total: \$250 <ul style="list-style-type: none"> \$200 - Writing a project evaluation for 5 hrs @ \$40/hour: Clare Hammonds [paid Labor Center employee – secured] \$50 Cost of printing evaluations for digital storytelling project and conference [Labor Center-secured] 	
M	Indirect Costs (please itemize)			
N	Other (please explain)			