**Wild Words**: Cost Share Explanation & Example  
Humanities Kansas 6/7/23

Cost share reflects all local contributions to a project that ensures its success at the community level. Humanities Kansas must report cost share to the National Endowment for the Humanities to demonstrate local-level interest and support of humanities programming.

As you consider cost share, remember:

- Everything used or done in support of the *Wild Words* project has a value.
- The following is an example of cost share that might apply. When submitting your final report, delete the example and use your numbers.
- Below are some possible categories for cost share:
  - Project Staff
  - Promotions and Publicity. Pro Tip: Even free advertising has a cost share value!
  - Supplies
  - Equipment and Facilities. Consider how much it would cost to rent your space and equipment, such as chairs or a PA system.
  - Printing and Program Materials.
  - Other Expenses

**EXAMPLE**

The XYZ Museum received 20 copies of *Wild Words*. Printing the books cost HK $4 per book ($100 for 25 books), plus $8 to ship. Below is an example of XYZ Museum’s cost share. You can do this!

<table>
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<tr>
<th></th>
<th>HK</th>
<th>COST SHARE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td><strong>Project Staff</strong></td>
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| 1 Staff @ 2 hrs for x $30/hr = $60  
2 Volunteers @ 2 hrs each x $26 = $104 | $0   | $164       | $164    |
| **Promotions and Publicity** |      |            |         |
| Article in your organization’s newsletter @ $25  
Notice on your organization’s website @ $25  
Article in your newspaper @ $100 x 2 area newspapers  
Facebook post boost @ $25 | $0   | $275       | $275    |
| **Supplies and Postage** |      |            |         |
| Shipping *Wild Words* @ $8 flat rate  
Craft supplies for book display | $8   | $20        | $28     |
| **Equipment and Facilities** |      |            |         |
| Community garden for poetry reading night @ $100  
Chairs for 20 @ $5/chair | $0   | $200       | $200    |
| **Printing and Program Materials** |      |            |         |
| 25 copies *Wild Words* @ $4 each  
Bookmarks w/ nature poetry recommendations | $100 | $10        | $110    |
| **Other** |      |            |         |
| Refreshments for garden poetry event | $0 | $30        | $30     |
| **TOTAL** | $108.00 | $699.00 | $807.00 |