

Words of a Feather: Cost Share Explanation & Example

Humanities Kansas 4/16/21

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 *Words of a Feather* 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 *Words of a Feather*. Printing the books cost HK \$4 per book (\$80 for 20 books), plus \$7 to ship. Below is an example of XYZ Museum's cost share. You can do this!

	HK	COST SHARE	TOTAL
Project Staff 1 Staff @ 2 hrs for x \$20/hr = \$40 2 Volunteers @ 2 hrs each x \$10 = \$40	\$0	\$80	\$80
Promotions and Publicity Article in your organization's newsletter @ \$25 Notice on your organization's website @ \$25 Notice in the local newspaper calendar @ \$25 x 2 Article in your newspaper @ \$100 x 2 area newspapers Facebook post boost @ \$20	\$0	\$320	\$320
Supplies and Postage Shipping <i>Words of a Feather</i> @ \$7 flat rate Craft supplies for book display	\$7	\$20	\$27
Equipment and Facilities Community garden for poetry reading night @ \$100 Chairs for 20 @ \$5/chair	\$0	\$200	\$200
Printing and Program Materials 20 copies <i>Words of a Feather</i> @ \$4 each Bookmarks w/ nature poetry recommendations	\$80	\$10	\$90
Other Refreshments for garden poetry event	\$0	\$20	\$20
TOTAL	\$87.00	\$650.00	\$737.00