

**Local contributions need to equal the award amount received by Humanities Kansas. \***

	Estimated Costs
<b>Project Staff</b> Hours spent on program x hourly wage Use the suggested rates: - Project Staff based on actual salary - Volunteers \$26/hour	198
<b>Speakers Bureau Presenter Uncompensated Time</b> \$150 in preparation for event	150
<b>Local Travel by Staff or Volunteers</b> _____ miles x .67	2.80
<b>Promotions and Publicity</b> Unsure about pricing? Use the suggested rates: - Social Media Posts \$25 per post - Website Announcement \$25 per article/calendar post - Newspaper Article \$150 per article - Announcement on Radio \$30  <i>Note: Even if you did not pay for this type of advertising, there is an assigned cost share value for each.</i>	200
<b>Equipment, Facilities, and Logistics</b> Unsure about pricing? Use the suggested rates: - Event Space \$100 or actual cost to rent - Purchase of Zoom License \$25 - Meeting Room Tech Needs (sound system, etc.) \$100 per day  <i>Note: Even if you did not pay for the meeting space, there is a fair market value for meeting room usage.</i>	200
<b>Printing and Program Materials</b> (Example: Posters or Program Guides)	20
<b>Other</b> (Example: Refreshments = \$20)	20

Consider the time the speaker spent preparing for your event.

Did you print posters to hang in your establishment or around town? Did you print a program guide?

Consider the time you spent browsing the catalog, contacting the speaker, planning the event, creating promotional materials, hosting the event, and filling out the evaluation and cost share after the event.

Take the time you spent on the program and multiple it by your hourly wage. Example: 4 hours x \$30/hour = \$120. The national average value of volunteer time is \$26.

Did you create one or multiple social media posts? Did you create a Facebook event? Did you send our pre-made press release to your local paper? Did you advertise your event on your website or calendar of events?

Even if you did not pay for the article to run in the paper, consider what they would normally charge. Or, use our suggested prices.

What does your meeting space typically rent for? Even if you did not pay for the meeting space, there is a fair market value. Consider what you would rent it for. Not sure? Use our suggested price of \$100/hour.

**TOTAL COST SHARE**

790.80