

## COST SHARE EXPLANATION

Local contributions, also known as cost share, ensure that Humanities Kansas is able to meet its requirements to the National Endowment for the Humanities. Remember:

- Local contributions need to equal the amount received from HK.
- Everything used or done in support of the QUICK GRANT 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 Administration
  - Travel (to pick up supplies, equipment, etc)
  - Promotions and Publicity. Pro Tip: Even if you did not pay out-of-pocket for advertising, it still has a cost share value.
  - Supplies
  - Equipment and Facilities
  - Other Expenses

The following is an example of cost share that might apply.

### EXAMPLE

The XYZ Museum received \$500 in Quick Grant funds. They are required to match that \$500 in funds from Humanities Kansas with Cost Share. This information will be provided in the final report. You can do this!

	HK GRANT	COST SHARE	TOTAL
<b>Project Administration</b> 1 Staff @ 8 hrs for x \$20/hr = \$160 2 Volunteers @ 2 hrs each x \$10 = \$40 IT assistance @ 4 hrs x \$50 = \$200	\$200	\$200	\$400
<b>Promotions and Publicity</b> Article in your organization's newsletter @ \$25 x 2 Notice on your organization's website @ \$25 x 2 Notice in the local newspaper calendar @ \$25 x 2 Ad in your local newspaper @ \$50 x 2 Article in your newspaper @\$100 x 4 area newspapers Facebook post boost @20 x 4 times	\$300	\$430	\$730
<b>Equipment</b> iPhone tripod purchase	\$0	\$25	\$25
<b>Other</b> Telephone 2 calls to project personnel	\$0	\$4.50	\$4.50
<b>TOTAL</b>	<b>\$500</b>	<b>\$659.50</b>	<b>\$1,159.50</b>