



Humanities Kansas CARES Grant Cost-Share Instructions

Cost share is not required, but reporting cost share helps Humanities Kansas to meet its dollar-for-dollar matching requirement for federal funding. We encourage you to report cost-share for your project to help us meet our federal match. Organizations may use other federal dollars and other non-federal income as cost-share. Remember:

- Everything used or done in support of your CARES GRANT project has a value.
- Below are some possible categories for cost share:
 - Two months of salaries for staff who are essential to meeting the humanities aspects of your mission, not covered by your CARES grant and/or two months of fees for contractual or consultant personnel who are key to the advancement of the organization's humanities mission, not covered by your CARES grant.
 - Two months of benefits for staff who are essential to meeting the humanities aspects of your mission, not covered by your CARES grant.
 - Two months of facilities costs such as rent and utilities, not covered by your CARES grant.

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

BUDGET EXAMPLE

The XYZ Museum received \$5,000 in CARES Grant funds, and they are demonstrating a cost-share of \$11,000.

	HK GRANT	COST SHARE	TOTAL
Staff Salaries & Fees for Contractual Personnel Humanities Curator Salary (\$4,000/month x 2 months = \$8,000) Digital Media Specialist Fees (\$1,000/month x 2 months = \$2,000) Videographer Fees (\$1,000/month x 1 month = \$1,000)	\$3,000	\$8,000	\$11,000
Staff Benefits Humanities Curator Benefits (\$4,000/month x 20% x 2 months = \$1,600)	\$1,000	\$600	\$1,600
Rent and Utilities Rent (\$1,500/month x 2 months = \$3,000) Water and Electricity = \$400	\$1,000	\$2,400	\$3,400
TOTAL	\$5,000	\$11,000	\$16,000