

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

	Estimated Costs
Project Staff Hours spent on program x \$/hourly wage (Example: Local Coordinator 5 hours x \$25/hour = \$125 Volunteer #1 5 hours x \$15/hour = \$75)	155
Speakers Bureau Presenter Uncompensated Time \$150 in preparation for event	150
Local Travel by Staff or Volunteers _____ miles x .50	0
Promotions and Publicity (Example: Facebook post = \$25 2 Newspaper articles x \$100 each = \$200) <i>Note: Even if you did not pay for this type of advertising, there is an assigned cost share value for each.</i>	150
Equipment and Facilities (Example: Event space = \$100) <i>Note: Even if you did not pay for the meeting space, there is a fair market value for meeting room usage.</i>	200
Printing and Program Materials (Example: Posters)	25
Other (Example: Refreshments = \$20)	25
TOTAL COST SHARE	705

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. Or, use our suggested hourly wage of \$25 for local coordinators and \$15 for volunteers.

Example: 5 hours x \$25/hour = \$125

Consider the time the speaker spent preparing for your event.

Did you create one or multiple Facebook or Instagram posts? Did you create a Facebook event? Did you send our premade 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.

Social media post = \$25/post
 Newspaper Article = \$100/article

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

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.

Did you buy refreshments or a Zoom license?