

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

	Estimated Costs
<b>Project Staff</b> (Example: hours spent on program x \$/hourly wage 4 hours x \$20/hour = \$80)	80.00
<b>Discussion Leader Uncompensated Time</b> \$150 in preparation for discussion x 3 discussion leaders = \$450	450.00
<b>Local Travel by Staff or Volunteers</b> _____ miles x .50	2.50
<b>Promotions and Publicity</b> (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>	150.00
<b>Equipment and Facilities</b> (Example: Event space = \$100 x 3 events = \$300)  <i>Note: Even if you did not pay for the meeting space, there is a fair market value for meeting room usage.</i>	300.00
<b>Printing and Program Materials</b> (Example: Posters)	25.00
<b>Library Courier</b> % of cost delivery and pick-up for all TALK books	14.00
<b>Other</b> (Example: Refreshments = \$20)	25.00
<b>TOTAL COST SHARE</b>	1046.50

Consider the time you or volunteers spent browsing the catalog, contacting the discussion leaders, ordering the books through the NWKLS, creating promotional materials, hosting events, and filling out evaluations 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 \$20.  
 Example: 4 x \$20/hour = \$80

Consider the time each discussion leader spent preparing to lead a discussion for your group.

Did you create one or multiple Facebook posts? Did you create Facebook events? Did you send our premade press releases to your local newspaper? Did you advertise your event on your website or calendar of events? Even if you didn't pay for the article to run in the paper, consider what they would normally charge. Or, use our suggested prices.  
 Example: 3 Facebook Posts x \$25 = \$75  
 3 online ads x \$25 = \$75

What does your meeting space typically rent for? Even if you didn't 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.

Did you buy refreshments or a Zoom license? Include extra expenses here.

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

Cost of the library courier system may vary.