

CROSSROADS

Partner Site Budget Form

Please answer the following questions on a separate document and submit by email to Abigail Kaup at abigail@humanitieskansas.org by Oct 16, 2019

CONTACT INFORMATION

1. **Organization Name**
2. **Project Director Name**
3. **Bookkeeper Name, Address, City, Zip, Phone and Email**
4. **DUNS Number** (A DUNS number is a nine-digit number used to track federal funding. Receive a DUNS number free-of-charge by visiting <http://fedgov.dnb.com/webform> or calling 866-705-5711)
5. **Total Amount Requested from HK** (should not exceed \$1,500)

PROJECT INFORMATION

6. **EXHIBITION TITLE:** Title that will be used in all promotional material
7. **EXHIBITION DATES:** *Crossroads* Partner Site exhibitions and public programs must be open to the public and scheduled between August 2020 and June 2021. Partner Sites are encouraged to plan activities that coincide with the nearest Host Site, but this is not required.
Start Date.
End Date.
8. **NEW LOCAL EXHIBITION:** Describe your plans for a new local exhibition that highlights your community's unique *Crossroads* story. Plans should be derived from the ideas listed in your *Crossroads* application.
Provide Budget Details.
9. **SPECIAL PROJECT:** Describe your plans for any additional special projects that explore your *Crossroads* story. Projects might include oral histories, research, photo contests, or YouTube videos. Special projects should be a resource for your exhibition and will typically be conducted in advance of the exhibit.
Provide Budget Details.
10. **PUBLIC PROGRAMS:** Describe your plans for public programs that extend your *Crossroads* topic into the community. In addition to a grand opening, programs might include guest speakers, book discussions, or panel discussions. Consider the public program ideas mentioned in your *Crossroads* application. **Note:** *Speakers from the special Crossroads Conversations program catalog are funded separately through the HK Speakers Bureau program and do not need to come out of your Partner Site grant funds.*
Provide Budget Details.
11. **PROMOTION:** Describe your plans for promoting your exhibition and programs. This might include social media, flyers, banners, invitations, or paid advertising in newspapers or on the radio.
Provide Budget Details.
12. **ADDITIONAL ACTIVITIES PLANNED BUT NOT USING HK FUNDS:** Activities might include student projects, entertainment, musical performances, or festivals.
13. **AMOUNT OF COST SHARE:** All partners are asked to contribute or donate goods and services equal to or greater in value than the amount requested from HK. This is called "cost share" and includes several options:
 - Volunteer hours and donated staff time devoted to the project

- The use of office space, telephone, equipment, and supplies
 - Expenses related to the “additional activities” listed above
 - Refreshments and entertainment scheduled during your public events
 - Public service announcements or other free publicity
 - Third-party cash donations
- Cost share can only be accrued after HK has received your signed grant agreement.

Mail or email the Partner Site Budget Form by Oct 16, 2019.

Send to: Abigail Kaup, Program Officer, Humanities Kansas
112 SW 6th Ave, Suite 400, Topeka, KS 66603
Email: abigail@humanitieskansas.org

**CROSSROADS
Partner Site Budget Form**

EXAMPLE: This is an example of what should be returned to HK

CONTACT INFORMATION

- | | |
|-----------------------------------|--|
| 1. Name of Organization | Example Museum of History |
| 2. Project Director | Murl Riedel, Director |
| 3. Bookkeeper | Leslie Daugharthy, Board Treasurer
123 Main Street
Moran, KS 66755
(785) 555-1234
leslie@examplemuseum.org |
| 4. DUNS Number | 123456789 |
| 5. Total Amount Requested from HK | \$1,500 |

PROJECT INFORMATION

- | | |
|---------------------|------------------------------------|
| 6. EXHIBITION TITLE | Pumping Iron Instead of Gas |
| 7. EXHIBITION DATES | August 29, 2020 – October 15, 2020 |

8. NEW LOCAL EXHIBIT

The museum will create an exhibit exploring the story of a local fitness center recently installed in a former gas station. In 2016, community members began voicing concerns about limited healthy lifestyle options. With a population of 500, Moran, KS has few sidewalks and most people drive. Farming is the primary local industry, but with increased mechanization many residents worry about inactivity. A cooperative was formed and the old Sinclair Gas Station was selected as the site for the new fitness center. Built in the 1950s, the gas station sits at a primary intersection between Hwy 54 and Hwy 59. After the station closed, a restaurant was opened where residents gathered to eat and discuss local news. The restaurant's closure in 2010 was a big loss. People had fond memories of the gas station, the restaurant, and felt they now lacked a gathering place. The fitness center has been successful thus far. Older residents meet regularly to chat while walking on treadmills. High school students use the facility and interact with older generations. The exhibit will include photos of the old Sinclair gas station, restaurant, and the renovation. When the exhibit closes at the museum, we will hang the photos in the fitness center so others can learn while getting fit.

Hire part-time researcher to find photos and write exhibit labels	
\$15/hr x 30 hrs	\$450
Printing and mounting of photos	\$200
Printing of labels	<u>\$100</u>
TOTAL	\$750

9. SPECIAL PROJECT

To provide quotes needed for the exhibit, we will interview people that worked at the gas station and restaurant, as well as a few regular gym-goers. Each interviewee will sign a release form and be photographed. Interviews will be conducted individually and recorded with an iPhone. Interviews will be transcribed and added to the museum collection

Hire part-time assistant to interview 5 individuals and transcribe their stories	
\$15 hr x 20 hrs	\$300
Thumb drive for storing recorded interviews	<u>\$ 30</u>
TOTAL	\$330

10. PUBLIC PROGRAMS

We will host a panel discussion with people interviewed for the exhibit. We will talk about memories of the gas station and discuss why this site was selected. The event will be moderated by Dr. John Doe, history professor at Pittsburg State University. The museum will also schedule two speakers from the *Crossroads Conversations* program catalog.

3 local panelists	\$ 0
Honorarium: Professor John Doe	\$150
Travel (Pittsburg – Moran, 100 miles roundtrip x \$.50)	<u>\$ 50</u>
TOTAL	\$200

11. PROMOTIONS

A press release about the exhibit opening will be sent to the local newspaper, which often prints stories at no charge. A local sign company will produce a banner to hang outside the museum throughout the exhibition. The museum will post flyers in Moran and nearby communities. The museum will boost our Facebook posts for additional advertising through social media. The Chamber of Commerce has agreed to provide \$300 for promotional spots on the local radio station.

Outdoor banner	\$150
250 flyer	\$ 50
Facebook post boosts	<u>\$ 20</u>
TOTAL	\$220

12. ADDITIONAL ACTIVITIES

In addition to the panel discussion, the museum will host a grand opening of “Pumping Iron Instead of Gas” on August 29, 2020. The opening will feature a welcome from the mayor, comments from the museum director, and tours of the exhibit. The community has recently began developing a nature trail leading away from the gas station. We will work with the 4-H Club to conduct “Gas to Grass,” a day of clearing overgrowth in preparation for the trail. Finally, the high school English teacher has agreed to have students write essays and produce iPhone video answering the question, “What does Moran need next?” We will use the essays and videos to promote the exhibit.

13. AMOUNT OF COST SHARE

Bookkeeper (10 hrs x \$15/hr)	\$150
Material for exhibit (wood, paint, foam core, frames)	\$500
Exhibit space at museum (\$200/week @ 7 weeks)	\$1,400
Meeting room usage for panel discussion	\$50
Refreshments for grand opening and panel discussion	\$100
Volunteer tour guides (4 volunteers x 8 hrs x \$15/hr)	\$500
4H members (8 volunteers x 4 hrs x \$15/hr)	\$480
Advertising on local radio	\$300
Invitations/Postage	<u>\$200</u>
TOTAL	\$3,680