



SPECIAL INITIATIVE CIVICS GRANT BUDGET TIPS



MAJOR AND MINI GRANTS FOR CIVIC EDUCATION & HISTORICAL PERSPECTIVES/ RHODE ISLAND HISTORY

Why RICH Asks for a Budget

A budget is a simple illustration of the monetary aspects of your project. It tells us what money you need to complete your project, specifically how you will spend RICH funds, and what kind of support you are receiving. An organized budget bolsters a proposal and instills confidence in our reviews that you have the capacity to succeed. RICH needs a budget pertaining only to the proposed project. The line items included in your budget should be well-researched and organized into appropriate cost centers. TIP: See RICH Sample Budgets for guidance.

Basic Tips / Using the RICH Budget Form

- Plan how much money is needed to complete your project or activity.
- Categorize your project expenses into line items, e.g., workshop fee, travel, accommodation, materials, design, printing, etc.
- Determine which expenses you are asking RICH to fund, and which ones (if any) will be cost sharing/matching. **Cost sharing or matching** consists of any cash and in-kind contributions made to the project by the applicant and third parties, such as donated services, space, staff time, and goods.
- Verify the eligibility of the line items for which you seek RICH funds per our Grant Guidelines.
- Use RICH's Budget Form to plan and submit your budget (Excel and PDF versions available on RICH website, under the "Important Documents" heading: http://www.rhumanities.org/civics_grants).
- Make sure that you have accounted for all costs so that there will be no surprises mid-project.
- Please note: the online application has space to list any additional outside cash funding support for your project (e.g., actual or pending grant requests: PTO, corporate, private, or governmental.)
- **Finally, make sure all the numbers add up.**

What We Fund

- Professional development (conferences, seminars, teacher institutes) and support for substitute teaching costs
- Library access and fees
- Research time and materials
- Honoraria for scholars (up to \$300 per scholar, see restrictions)
- Domestic economy travel only
- Accommodations (up to \$150 per day)
- Classroom activities, resources, supplies, materials
- Teacher time
- Publicity and marketing expenses
- Evaluation

Caps or Restrictions on What We Fund

Honoraria / Contracted Service: You may ask RICH to contribute funds towards honoraria for scholars; the amount depends on the scholar's level of involvement and normally ranges from \$100 to \$300. Projects that engage scholars in a much deeper role, similar to having a scholar-in-residence, may apply for more than \$300.

In instances where the relationship between the scholar and institution is better represented by a contracted service agreement, RICH allows for requests up to \$2000. In such cases, a letter of commitment from each scholar detailing his or her role in and commitment to the project is required, accompanied by a CV or resume. (Examples where scholars may be hired for contracted services include: long-term research projects; conducting oral histories; and scholar-in-residence agreements.)

Mileage: RICH subscribes to the business mileage reimbursement rate issued by the IRS to calculate the deductible costs of operating a car (also vans, panel or pickup trucks) for business. The IRS releases a new federal mileage rate at least once a year. The 2010 standard mileage rate is currently \$0.50/ mile. Visit <http://www.irs.gov> for more information about the standard mileage rate.

Travel: Domestic economy fares only

Accommodation: RICH contribution not to exceed \$150/day

Indirect Costs: Organizations may request an indirect cost rate of up to 15% of the total request to RICH. Any costs that are incurred as a result of grant award activities and that provide a benefit to the grant project, but that cannot be allocated directly to a grant. Indirect costs may include costs relating to facilities, utilities, accounting and bookkeeping services, legal services, grant administration systems, procurement systems, general operating expenses, etc.

Staffing: Grant applicants may apply for funds to cover substitute teacher expenses as related to the execution of a funded proposal.

What We Do Not Fund

- Food or beverages
- Academic fees or other degree-related expenses
- Academic research
- Foreign, non-economy, or extensive domestic travel
- Book publication
- Fundraising or for-profit activities
- Restoration work
- Creation of art or performances in the arts
- Construction work
- Equipment purchases
- Archival acquisitions
- Direct social action or political action, e.g., counseling, legal or medical services, economic development activities, lobbying
- Legal or medical services
- Economic development activities

Other restrictions may apply.