

Wild Words: Cost Share Explanation & Example

Humanities Kansas 6/7/23

Cost share reflects all local contributions to a project that ensures its success at the community level. Humanities Kansas must report cost share to the National Endowment for the Humanities to demonstrate local-level interest and support of humanities programming.

As you consider cost share, remember:

- Everything used or done in support of the *Wild Words* project has a value.
- The following is an example of cost share that might apply. When submitting your final report, delete the example and use your numbers.
- Below are some possible categories for cost share:
 - Project Staff
 - Promotions and Publicity. Pro Tip: Even free advertising has a cost share value!
 - Supplies
 - Equipment and Facilities. Consider how much it would cost to rent your space and equipment, such as chairs or a PA system.
 - Printing and Program Materials.
 - Other Expenses

EXAMPLE

The XYZ Museum received 20 copies of *Wild Words*. Printing the books cost HK \$4 per book (\$100 for 25 books), plus \$8 to ship. Below is an example of XYZ Museum's cost share. You can do this!

	HK	COST SHARE	TOTAL
Project Staff 1 Staff @ 2 hrs for x \$30/hr = \$60 2 Volunteers @ 2 hrs each x \$26 = \$104	\$0	\$164	\$164
Promotions and Publicity Article in your organization's newsletter @ \$25 Notice on your organization's website @ \$25 Article in your newspaper @ \$100 x 2 area newspapers Facebook post boost @ \$25	\$0	\$275	\$275
Supplies and Postage Shipping <i>Wild Words</i> @ \$8 flat rate Craft supplies for book display	\$8	\$20	\$28
Equipment and Facilities Community garden for poetry reading night @ \$100 Chairs for 20 @ \$5/chair	\$0	\$200	\$200
Printing and Program Materials 25 copies <i>Wild Words</i> @ \$4 each Bookmarks w/ nature poetry recommendations	\$100	\$10	\$110
Other Refreshments for garden poetry event	\$0	\$30	\$30
TOTAL	\$108.00	\$699.00	\$807.00