

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)	155.00
Discussion Leaders Uncompensated Time \$150 in preparation for discussion x 3 discussion leaders = \$450	450.00
Local Travel by Staff or Volunteers _____ miles x .50	2.50
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>	150.00
Equipment and Facilities (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
Printing and Program Materials (Example: Posters)	25.00
Library Courier % of cost delivery and pick-up for all TALK books	14.00
Other (Example: Refreshments = \$20)	25.00

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

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

Consider the time you or volunteers spent browsing the catalog, contacting discussion leaders, ordering the books through NWKLS, creating promotional materials, hosting the events, 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 each discussion leader spent preparing to lead a discussion for your group.

Did you create one or multiple social media posts? Did you create a Facebook event? 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 did not pay for the article to run in the newspaper, consider what they would normally charge. Or, use our suggested prices.

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

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.

Cost of the library courier system may vary.