

## Written in the Stars: Cost Share Explanation & Example

Humanities Kansas 9/12/24

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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 *Written in the Stars* project has a value.
- The following is an example of cost share that might apply. When submitting your final report, 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 *Written in the Stars*. 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!

	<b>HK</b>	<b>COST SHARE</b>	<b>TOTAL</b>
<b>Project Staff</b> 1 Staff @ 2 hrs for x \$30/hr = \$60 2 Volunteers @ 2 hrs each x \$26 = \$104	\$0	\$164	\$164
<b>Promotions and Publicity</b> 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
<b>Supplies and Postage</b> Shipping books @ \$8 flat rate Craft supplies for book display	\$8	\$20	\$28
<b>Equipment and Facilities</b> Telescope rental for poetry reading night @ \$100 Chairs for 20 @ \$5/chair	\$0	\$200	\$200
<b>Printing and Program Materials</b> 25 copies @ \$4 each Bookmarks w/ celestial poetry recommendations	\$100	\$10	\$110
<b>Other</b> Refreshments for stargazing poetry event	\$0	\$30	\$30
<b>TOTAL</b>	<b>\$108.00</b>	<b>\$699.00</b>	<b>\$807.00</b>