

Directions: First, complete the blue *Budget Details* table. If needed, add rows etc, to show calculations of proposed costs for your project.

Second, totals for each cost category in the *Budget Details* table should auto-populate the "Totals" column in the yellow *Budget Summary* table.

However, you will need to enter amounts in the 60% and 40% columns in the yellow *Budget Summary* table to show your planned 60-40 split by cost category. (See example.)

Finally, enter amounts in the pink table: *Source of Sponsor's Matching Share* . The total should at least equal 40% of your Total Project Cost (TPC) as shown in this example, cell E23.

2. Budget Summary			
Cost Category	60% HPF Grant	40% Match	Totals
Personal Services	202	7,605	7,807
Contractual	15,806	4,194	20,000
Supplies & Materials		300	300
Other	1,735		1,735
Travel: Airfare		1,000	1,000
Per Diem: Meals		106	106
Per Diem: Lodging		400	400
Direct Costs	17,743	13,605	31,348

x State Indirect Rate	8.5%	2,665
Total Project Cost (TPC)		34,013
Sponsor Matching Share	40% of TPC	13,605
* HPF Federal Grant Share	60% of TPC	20,408
Subtract pre-determined State Indirect		2,665
Potential Reimbursement to Sponsor		17,743

3. Source of Sponsor's Matching Share	
Cash Expenditures	6,000
In-Kind Contributions	7,605
Donations & Volunteerism	0
Total \$ (40% of TPC)	13,605

1. Budget Details by Cost Category																			
Building committee Publication committee HPC Commission	Personal Services						Contract	Supplies & Materials			Other		Travel: Airfare	Travel: Meals *			Travel: Lodging		
	Base	base unit	Time Spent	Total Base	Fringe	Total Personal Serv	Architect/Engineer	Total			CBS Admin Fee (8.5%)	1735		Days	Rate	Total Meals	Nites	Rate	Total Lodging
	27.88	hour	160	4,460.80		4,461.00		0						2	53	106	2	200	400
	27.88	hour	80	2,230.40		2,231.00		0								0			0
	27.88	hour	40	1,115.20		1,115.00		0											
						0.00		100	3	300									
						0.00		Publication											
					0.00														
					0.00														
					0.00		20,000.00						1,000.00						
Totals	7,806.40 0.00 7,807.00						20,000.00			300.00	1,735.00		1,000.00			106.00			400.00

* (Do Not Exceed \$25,000 for HPF Federal Grant Share.)

Limitations: Per HPF Manual 13-1, compensation for consultants involving HPF grants is limited to no more than 120% of a GS-15 step 10. Currently, that ceiling for Alaska is \$94.42 an hour.

Volunteer time may be valued using the *Independent Sector* rate schedule for Alaska at the following site:
https://www.independentsector.org/volunteer_time