

CLG: City and Borough of Sitka  
Project: Sitka Woman's Club

Tabular Budget: Example  
Historic Preservation Fund

**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	2,482	7,852	10,334
Contractual	13,000	3,000	16,000
Supplies & Materials		1,000	1,000
Other	1,678		1,678
Travel: Airfare		1,000	1,000
Per Diem: Meals		106	106
Per Diem: Lodging		200	200
Direct Costs	17,160	13,158	30,318

x State Indirect Rate 8.5%	2,577
Total Project Cost (TPC)	32,895
Sponsor Matching Share 40% of TPC	13,158
* HPF Federal Grant Share 60% of TPC	19,737
Subtract pre-determined State Indirect	2,577
Potential Reimbursement to Sponsor	17,160

3. Source of Sponsor's Matching Share	
Cash Expenditures	5,306
In-Kind Contributions	6,862
Donations & Volunteerism	990
Total \$ (40% of TPC)	13,158

1. Budget Details by Cost Category																			
Sitka Woman's Club	Personal Services						Contract	Supplies & Materials			Other		Travel: Airfare	Travel: Meals *			Travel: Lodging		
	Base	base unit	Time Spent	Total Base	Fringe	Personal Serv	Historian/Architect	Total			CBS Admin Fee (8.5%)	1678		Days	Rate	Total Meals	Nites	Rate	Total Lodging
	27.88	hour	180	5,018.40		5,019.00		100	10	1000				2	53	106	1	200	200
	35.00	hour	120	4,200.00		4,200.00				0						0			0
										0									
	27.88	hour	40	1,115.20		1,115.00				0									
					0.00														
					0.00														
					0.00														
					0.00		16,000.00						1,000.00						
Totals	10,333.60 0.00 10,334.00						16,000.00			1,000.00		1,678.00	1,000.00			106.00			200.00

**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](https://www.independentsector.org/volunteer_time)