

# Humanities Texas Budget Instructions

## Cost-share Instructions

Your request must be matched or exceeded by cash and/or in-kind contributions to the project. In other words, 50% of the resources supporting the project must come from sources other than the Humanities Texas grant. Cash and in-kind contributions may come directly from the applicant or from a third-party.

**In-kind contributions** may include time and materials, office space and equipment, travel, donated services and other non-cash donations. If a lower-than-normal fee is charged for goods or services, the dollar value of the discount can be considered as an in-kind contribution to the project.

**Cash contributions** include the actual dollars and organizational resources (e.g., staff time) that the sponsoring organization(s) directs to the project. Cash contributions also include money contributed to the sponsoring organization(s) from sources such as local and state governments, businesses, foundations, and individuals.

## Budget Summary Components

**Honoraria:** Fees for participating scholars, discussion leaders, facilitators, and others, which may include in-kind contributions by individuals associated with the sponsoring organization(s). Although participants in special lectures, conferences, seminars, and related activities may receive higher honoraria, no more than \$500 per speaker per presentation may be paid with HTx funds. All persons receiving Humanities Texas grant funds must be listed by name on the budget form.

**Travel:** Travel costs incurred in connection with project activities. Travel is reimbursable at the current rate listed on the U.S. General Services Administration website at [www.gsa.gov](http://www.gsa.gov) for privately owned vehicles and at tourist/economy class for airfare. Actual food and lodging expenses are reimbursable, although no more than \$135.00 per day may be paid from Humanities Texas funds. Except for Canada and Mexico, only the U.S. portion of international airfare may be paid from Humanities Texas funds. In the case of Canada and Mexico, participants should use U.S. carriers where possible and feasible. All persons receiving funds for travel and lodging expenses must be listed by name on the budget form.

**Evaluation:** Costs associated with the materials and services needed to conduct an evaluation of your project. May include hiring outside evaluators.

**Rentals:** Costs of renting equipment, space, Humanities Texas exhibits, audio-visual equipment, or other rental materials. Rental of offices and meeting rooms. Costs associated with the use of the sponsoring organization's office space and/or event facilities are generally included as part of the sponsoring organization's in-kind contribution to the project. If you are renting an exhibit from Humanities Texas, you must reserve it before submitting the grant application. The award of a grant does not automatically reserve the exhibit.

**Promotion:** Costs of printing, postage, and advertising.

**Supplies:** Costs of office or other supplies necessary for the project.

**Indirect:** Indirect costs may be itemized as part of the applicant's share of the cost of the project, but HTx funds cannot be used to reimburse indirect costs. Indirect costs cannot exceed 10% of total budget.

## Funding Restrictions

Humanities Texas cannot provide financial support for:

- institutional staffing (e.g., salary payment for full-time employees of one of the sponsoring organizations)
- food (except as travel expenses) or entertainment
- purchase of permanent equipment or property (although necessary equipment may be leased)
- international airfare outside of North America (although HTx can pay for the North American portions of the journey)
- Indirect costs (overhead)