

2010–2011 DHP Grant Project Budget Category & Narrative Form Code 40

Institution Name:	
Project Title:	

Purchased Services: Code 40

Table:

Description of Item	Provider of Services	Calculation of Cost	Expenditure (Purchased Svcs.)
Total Expenditure (transfer to FS-20, Budget Summary Form, page 64)			\$

Narrative:

2010–2011 DHP Grant Project Budget Category & Narrative Form - Code 40

Purchased Services: Code 40

Instructions

Funding for both consultant services, contracted services, and for publications directly related to the project, should be requested under Purchased Services (Code 40).

Fees for an individual, usually an archival specialist who works fewer than 20 days and receives a lump sum payment (no benefits paid) are recorded under Purchased Services (Code 40) and referred to as “Consultant Services.” Consultants may be hired to train staff, conduct studies, prepare reports and recommendations, establish inventory procedures, and other similar services of an advisory nature.

If the consultant has been identified by the application deadline, his/her resume must be included in the application package. If the consultant is not identified and the application is successful, DHP must review the resume of the consultant before she/he is hired.

Pay for temporary workers who are hired for a period of weeks or months (usually working more than 20 days) and who do not receive benefits should also be recorded under Purchased Services (Code 40) and referred to as “Contracted Services.” These persons may be hired to conduct such work as surveying, arrangement and description, or similar activities.

Funding for the publication of manuals, teaching guides, finding aids, or other project-related documents, should be requested under Purchased Services (Code 40).

Table

Identify the type of service and provide the total expenditure for each. For consultants and contracted services, indicate the number of days or hours a consultant or contract worker will work, multiplied by a daily or hourly fee. Use only whole dollar amounts.

Narrative

Describe how the purchased services support project activities and outcomes. In the case of consultants and/or contract workers: list each name and provide information on their qualifications. Also, clearly explain and justify the consultant’s and/or contract worker’s role in and time spent on the project. A chart for use in estimating processing time for **Arrangement & Description** projects can be found in Resource VI, page 23.

Ineligible Expenditures

DHP does not fund routine business activities of the organization.

No one may be paid to write a grant application with grant funds.

Consultants may not serve as directors of grant projects. Project Directors are expected to monitor closely and supervise all work carried out by consultants, contract workers and project staff.

DHP does not fund expenses associated with conferences and other events not directly related to the project.