

**2010-2011 DHP Grant Project Cost Sharing Form**

<b>Institution Name:</b>	
<b>Project Title:</b>	

**Cost Sharing Form**

**Table:**

<b>Category</b>	<b>Cost Sharing Contribution</b>
Salaries for Professional Staff	
Salaries for Support Staff	
Purchased Services	
Supplies & Materials	
Equipment	
Travel Expenses	
Employee Benefits	
Indirect Costs	
Total Cost Sharing Contribution - total items above and enter in correct Project Type field below:	
Total Cost Sharing Contribution: <b>Documentation</b> Projects (must be <b>20%</b> of Total Project Cost, see below)	
Total Cost Sharing Contribution: <b>Arrangement &amp; Description</b> or <b>Archival Needs Assessment</b> Projects (must be <b>50%</b> of Total Project Cost, see below )	
<b>Total Project Cost</b> = Grand Total from Budget Summary Form FS-20 + Total Cost Sharing Contribution, above (calculate and enter here)	\$

**Narrative:**

## 2010-2011 DHP Grant Project Cost Sharing Form Cost Sharing Form Instructions

All cost share contributions **must directly support** project activities and outcomes. Failure to meet the following conditions will result in rejection of the application. Cost sharing requirements are as follows:

- **Documentation:** The applicant's cost share requirement is **20%** of the Total Project Cost
- **Arrangement & Description:** The applicant's cost share requirement is **50%** of the Total Project Cost
- **Archival Needs Assessment:** The applicant's cost share requirement is **50%** of the Total Project Cost
  - *20% example:* If you know that your project will cost a total of \$10,000, then you are required to provide \$2,000 or 20% of the total project cost, requesting of the DHP the remaining 80% or \$8,000.
  - *50% example:* If you know that your project will have a total cost of \$10,000, then you are required to provide \$5,000 contributed match toward the project and request of the DHP the remaining 50% or \$5,000.

Cost sharing can be demonstrated in two ways, through "matching" and through "in-kind." In both cases, cost sharing contributions may be claimed only if they directly support project activities and outcomes.

**Matching:** The costs of a grant project are borne by the applicant or by a third party. (Please note: costs used to match one grant cannot be used to match another).

- *Matching example:* You decide to hire an archival consultant for 10 days of work. You pay the consultant partly from your funds and partly from the requested DHP funds. The amount you pay the consultant from your own funds is your matching contribution to the project.

**In-kind contributions:** The value of non-cash contributions are provided by the applicant in support of the project without charge to the grant). In-kind contributions must be in the form of goods and services which directly support project activities and outcomes. Both paid staff time and time contributed to the project by volunteers are eligible as in-kind contributions.

- *In-kind contribution example:* You decide to have one of your paid staff persons, working 20 hours a week for your organization, spend five of those hours each week on the project without charge to the grant. The cost of the five hours each week is your in-kind contribution to the project.
- *In-kind contribution example:* You allocate the time of two of your regular volunteers to work on the grant funded project. The hours they spend on the project may be claimed as an in-kind contribution. You need to establish a monetary value for their time, (usually \$10-\$15 per hour), and claim this on the Cost Sharing Form under salaries.

### **Table:**

Indicate expenditures in all appropriate categories demonstrating your institution's cost share (match or in-kind contribution). Enter your institution's total cost share in appropriate Project Type field.

### **Narrative:**

Provide an explanation for each category, including how each contribution directly supports the project's activities and outcomes. Include names, titles, items, etc. Also explain how the cost share was calculated. Note: You must maintain supporting documentation of your compliance. The documentation is subject to review upon audit and/or a program monitoring review. It is not to be submitted with your application.