

DHP Grant Project Cost Sharing Form

Institution Name:	Grant Year: 20 -20
Project Title:	

Cost Sharing Form

Table:

Category	Cost Sharing Contribution
Salaries for Professional Staff	
Salaries for Support Staff	
Purchased Services	
Supplies and Materials	
Equipment under \$5,000	
Travel Expenses	
Employee Benefits	
Indirect Costs (IC Rate: 2.5% of cost sharing total)	
Total Cost Sharing Contribution (TSCS): total items above, enter in correct Project Type field below:	
TCSC for Documentation Projects (must be 20% of Total Project Cost, see below)	
TCSC for Arrangement & Description (must be 50% of Total Project Cost, see below)	
Total Project Cost = Grand Total from <u>Budget Summary Form</u> <u>FS-10</u> + TSCS from above (calculate and enter here)	\$

Narrative:

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Instructions

Table

Indicate expenditures in all appropriate categories demonstrating your institution's cost share (**matching funds** or **in-kind contributions**). Enter your institution's total cost share in appropriate Project Type field. All cost share contributions must directly support project activities and outcomes.

Failure to meet the following requirements will result in rejection of the application.

Narrative

Provide an explanation for each category including how each contribution directly supports the project's activities and outcomes, and how the cost share was calculated. Be specific and include names, titles, rate of pay, time contributed; and value, types, and amounts of supplies, etc. Use an extra sheet if necessary.

Cost sharing requirements

- *Documentation:* The applicant's cost share requirement is **20%** of the Total Project Cost
 - *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.
- *Arrangement & Description:* The applicant's cost share requirement is **50%** of the Total Project Cost
 - *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.

Demonstrating cost sharing

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. Definitions of **cost sharing**, **matching funds**, and **in-kind contributions** can be found in the Glossary in the Resources Section of the Grant Guidelines.

Ineligible cost sharing funds and contributions

- **Matching funds** and **in-kind contributions** for services and supplies which are not eligible for DHP funding cannot be included in the applicant's cost share.

Note

- Use the Cost Sharing Form to record all your cost sharing information. (You should not use the Budget Worksheet forms or the Proposed Budget Form FS-10 to record your cost sharing. Use these forms only for the funds you are requesting from the DHP.)