

# Sample Budget Spreadsheets

## Ohio History Fund / Ohio History Connection

What follows are sample budget spreadsheets for grant applications in the History Fund's three categories of grants: Bricks & Mortar, Organizational Development, and Programs & Collections. We provide these examples to show you how to successfully complete the form. The needs of your project will dictate how you complete the spreadsheet.

**Bricks & Mortar** grants require applicants to complete **two** spreadsheets: the Budget Spreadsheet and Construction Budget Spreadsheet.

**Organizational Development** and **Programs & Collections** grants require applicants to complete only the Budget Spreadsheet.

Definitions of budget terms and descriptions of budget categories follow the spreadsheet examples.

### **Reminders:**

- Fill out the following in the Budget Spreadsheet: **"Budget Item," "Units," "Rate/Unit," "Total Cost," "History Fund Grant Request," "Match,"** and especially the **"Source of Match," "Kind of Match,"** and **"Match Pending (P) or Confirmed (C)"** columns. *All are required.* Do not fill out the "Budget Category" column – it's the "heading" for each section of the spreadsheet.
- Include cost of Project Director's and Project Bookkeeper's time, even if they are volunteers. *Projects that do not include the time of both a Project Director and a Project Bookkeeper will not be considered.*
- Volunteer time is to be calculated at no less than **\$15.00 per hour**.
  - If you need to cite a rate higher than the \$15.00 per hour, contact the Ohio History Fund for prior approval. Note that the History Fund granted approval in the Budget Narrative section.
  - See "Calculating Volunteer Time for Match" in the Budget section of the application for more information.
- Round amounts to nearest dollar whenever practicable (examples: \$278.59 to \$279.00 and \$102.43 to \$102.00).
- See the Budget section of the grant application for instructions about how to build the budget for your project.

***Bricks & Mortar Projects***  
**Sample Budget Spreadsheet**

**SAMPLE BRICKS & MORTAR Budget Spreadsheet - History Fund**

**Grant Project Title: XYZ House Rehabilitation - Phase III (Interior)**

**Applicant Organization: Neat Old House Historical Guild**

**NOTE:** Items marked with an asterisk (\*) are required. Your budget must include the time and cost or match for a **Project Director** and a **Project Bookkeeper** - even if they are volunteers. Applications whose budgets that do not include a Project Director or Bookkeeper will not be considered.

The **Construction Budget Spreadsheet** (the second tab) is required only for projects in the Brick & Mortar category.

Click on the tabs below, **Budget Terms Defined** and **Budget Categories Described**, for the meanings of terms used in this spreadsheet.

Budget Category	Budget Item (specify)* (text)	Units* (number)	Rate / Unit* (number)	Total Cost*	History Fund Grant Request* How much of the Total Cost line item do you want the grant to pay for?	Match* How much of the Total Cost of line item will you match?	Source of Match*	Kind of Match*	Match Pending (P) or Confirmed (C)?*
<b>PERSONNEL</b>									
Project director*	President of NOHH Guild	30	\$ 15.00	\$ 450.00	\$ -	\$ 450.00	Donation from president	Volunteer labor	Confirmed
Project bookkeeper*	Treasurer of NOHH Guild	20	\$ 15.00	\$ 300.00	\$ -	\$ 300.00	Donation from treasurer	Volunteer labor	Confirmed
Other paid staff of applicant organization				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
Volunteers				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
Professional Services	Preservation consultant 4 days x \$500/day	4	\$ 500.00	\$ 2,000.00	\$ -	\$ 2,000.00	Friends of NOHH Guild	Donated cash	Confirmed
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
<b>subtotal</b>				\$ 2,750.00	\$ -	\$ 2,750.00			
<b>MATERIALS &amp; SUPPLIES Note:</b>									
for Bricks & Mortar Projects, complete the Construction Budget Form. Do not itemize material and supplies for Bricks & Mortar projects in this section									
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
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				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
<b>subtotal</b>				\$ -	\$ -	\$ -			
<b>EQUIPMENT</b>									
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
<b>subtotal</b>				\$ -	\$ -	\$ -			

<b>MARKETING &amp; PROMOTION</b>	Required project signage	2	\$ 200.00	\$ 400.00	\$ 400.00	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
	<i>subtotal</i>			\$ 400.00	\$ 400.00	\$ -		
<b>PRINTING &amp; PUBLICATION</b>				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
	<i>subtotal</i>			\$ -	\$ -	\$ -		
<b>PROFESSIONAL DEVELOPMENT</b>				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
	<i>subtotal</i>			\$ -	\$ -	\$ -		
<b>TRAVEL</b>				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
				\$ -	\$ -	\$ -		
	<i>subtotal</i>			\$ -	\$ -	\$ -		
<b>Construction Budget subtotal (for Bricks &amp; Mortar category only)</b>				\$ 22,500.00	\$ 12,500.00	\$ 10,000.00		
<b>Total Project Cost</b>				\$ 25,650.00	\$ 12,900.00	\$ 12,750.00		

When finalized, enter **Total Cost** total above in the **Total Project Cost** field in "Grant Project Data" section of the application.

When finalized, enter **History Fund Grant Request** total above in the **Grant Request** field in "Grant Project Data" section of the application.

When finalized, enter **Match** total above in the **Match** field in "Grant Project Data" section of the application.

**SAMPLE Construction Budget Spreadsheet - History Fund**

**Grant Project Title: XYZ House Rehabilitation - Phase III (Interior)**

**Applicant Organization: Neat Old House Historical Guild**

Construction Budget Categories	Total	History Fund Grant Request How much of the Total Cost line item do you want the grant to pay for?	Match How much of the Total Cost of line item will you match?	Source of Match	Kind of Match	Match Pending (P) or Confirmed (C)?*
<b>General Conditions</b> (includes start-up costs, scaffolding, project sign)	\$ -	\$ -	\$ -			
<b>Site Work</b> (subsurface investigation, demolition, drainage, underpinning)	\$ -	\$ -	\$ -			
<b>Concrete</b> (poured in place concrete, precast concrete, concrete restoration and cleaning)	\$ -	\$ -	\$ -			
<b>Masonry</b> (mortar, unit masonry, stone, masonry restoration and cleaning)	\$ -	\$ -	\$ -			
<b>Metals</b> (structural metal framing, metal finishes and restoration)	\$ -	\$ -	\$ -			
<b>Wood &amp; Plastics</b> (rough carpentry, finish carpentry, architectural woodwork, millwork)	\$ -	\$ -	\$ -			
<b>Thermal/Moisture</b> (waterproofing, damp proofing, insulation, roofing, flashings)	\$ -	\$ -	\$ -			
<b>Doors &amp; Windows</b> (doors and frames, entrances and storefronts, window repair and restoration, window replacement, hardware)	\$ 500.00	\$ 500.00	\$ -			
<b>Finishes</b> (lath and plaster, gypsum wallboard, ceramic tile, wood, brick, and stone flooring, painting)	\$ 22,000.00	\$ 12,000.00	\$ 10,000.00	Construction fund, NOHH Guild	Donated cash	Confirmed
<b>Specialities</b> (fire extinguishers and cabinets)	\$ -	\$ -	\$ -			
<b>Special Construction</b> (solar and wind energy systems)	\$ -	\$ -	\$ -			
<b>Conveying Systems</b> (elevators)	\$ -	\$ -	\$ -			
<b>Mechanical/Electrical</b> (plumbing, fire protection, heating, cooling, air distribution); electrical service and distribution; lighting)	\$ -	\$ -	\$ -			
<b>Other</b> , please specify:	\$ -	\$ -	\$ -			
<b>Construction Subtotal</b>	\$ 22,500.00	\$ 12,500.00	\$ 10,000.00			

***Organizational Development***  
***Programs & Collections***  
**Sample Budget Spreadsheet**

**SAMPLE PROGRAMS & COLLECTIONS Budget Spreadsheet - History Fund**

**Grant Project Title: Anytown Historical Society**

**Applicant Organization: Anytown Historical Society Collections Management Project**

**NOTE:** Items marked with an asterisk (\*) are required. Your budget must include the time and cost or match for a **Project Director** and a **Project Bookkeeper** - even if they are volunteers. Applications whose budgets that do not include a Project Director or Bookkeeper will not be considered.

The **Construction Budget Spreadsheet** (the second tab) is required only for projects in the Brick & Mortar category.

Click on the tabs below, **Budget Terms Defined** and **Budget Categories Described**, for the meanings of terms used in this spreadsheet.

Budget Category	Budget Item (specify)* (text)	Units* (number)	Rate / Unit* (number)	Total Cost*	History Fund Grant Request* How much of the Total Cost line item do you want the grant to pay for?	Match* How much of the Total Cost of line item will you match?	Source of Match*	Kind of Match*	Match Pending (P) or Confirmed (C)?*
<b>PERSONNEL</b>									
Project director*	Executive Director @ \$35/hr	20	\$ 35.00	\$ 700.00	\$ -	\$ 700.00	Anytown Hist. Soc.	Paid staff time	Confirmed
Project bookkeeper*	Society's CPA @ \$50/hr	12	\$ 50.00	\$ 600.00	\$ -	\$ 600.00	Counter & Assoc.	Donated services	Confirmed
Other paid staff of applicant organization	Curator 4 hrs/day x 35 days @ \$27/hr	140	\$ 27.00	\$ 3,780.00	\$ 1,890.00	\$ 1,890.00	Anytown Hist. Soc.	Paid staff time	Confirmed
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
Volunteers	8 volunteers-4 hrs/day x 30 days	960	\$ 15.00	\$ 14,400.00	\$ -	\$ 14,400.00	Anytown Hist. Soc.	Donated labor	Confirmed
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
Professional Services	Conservator-5 day x \$700/day	5	\$ 700.00	\$ 3,500.00	\$ 1,750.00	\$ 1,750.00	Two anonymous donors to Anytown Hist. Soc.	Donated cash	Pending
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
				\$ -	\$ -	\$ -			
<i>subtotal</i>				\$ 22,980.00	\$ 3,640.00	\$ 19,340.00			
<b>MATERIALS &amp; SUPPLIES</b> Note: for Bricks & Mortar Projects, complete the Construction Budget Form. Do not itemize material and supplies for Bricks & Mortar projects in this section	Acid free file folders (letter size, 100 pack)	6	\$ 34.00	\$ 204.00	\$ 204.00	\$ -			
	Textile storage box (18 x 30 x 6 in.)	7	\$ 37.65	\$ 263.55	\$ 263.55	\$ -			
	Tyvec roll (30 in. x 50 yds.)	1	\$ 220.00	\$ 220.00	\$ 220.00	\$ -			
	Package Coroplast sheets (30 x 40 in., 25 pack)	1	\$ 278.00	\$ 278.00	\$ 278.00	\$ -			
	Archives storage boxes (12.25 x 10.25 x 4.5 in.)	50	\$ 8.85	\$ 442.50	\$ 442.50	\$ -			
	Box Ethafoam planks (12 x 24 x 4 in., 6 pack)	3	\$ 173.50	\$ 520.50	\$ 520.50	\$ -			
	Polyester batting roll (25 lbs.)	1	\$ 175.00	\$ 175.00	\$ 175.00	\$ -			
	Fluted corrugated tray (14.5 x 11.5 in.)	20	\$ 14.10	\$ 282.00	\$ 282.00	\$ -			
	Acid free storage carton (15 x 12 x 10 in.)	30	\$ 11.35	\$ 340.50	\$ 340.50	\$ -			
	Acid free tissue paper roll (30 in. x 250 ft.)	1	\$ 100.55	\$ 100.55	\$ 100.55	\$ -			
	Shipping	1	\$ 60.00	\$ 60.00	\$ -	\$ 60.00	Anytown Hist. Soc.	Donated cash	Confirmed







**Construction Budget Spreadsheet - History Fund**

**Grant Project Title:**

**Applicant Organization:**

Construction Budget Categories	Total	History Fund Grant Request How much of the Total Cost line item do you want the grant to pay for?	Match How much of the Total Cost of line item will you match?	Source of Match	Kind of Match	Match Pending (P) or Confirmed (C)?*
<b>General Conditions</b> (includes start-up costs, scaffolding, project sign)	\$ -	\$ -	\$ -			
<b>Site Work</b> (subsurface investigation, demolition, drainage, underpinning)	\$ -	\$ -	\$ -			
<b>Concrete</b> (poured in place concrete, precast concrete, concrete restoration and cleaning)	\$ -	\$ -				
<b>Masonry</b> (mortar, unit masonry, stone, masonry restoration and cleaning)	\$ -	\$ -				
<b>Metals</b> (structural metal framing, metal finishes and restoration)	\$ -	\$ -				
<b>Wood &amp; Plastics</b> (rough carpentry, finish carpentry, architectural woodwork, millwork)	\$ -	\$ -				
<b>Thermal/Moisture</b> (waterproofing, damp proofing, insulation, roofing, flashings)	\$ -	\$ -				
<b>Doors &amp; Windows</b> (doors and frames, entrances and storefronts, window repair and restoration, window replacement, hardware)	\$ -	\$ -	\$ -			
<b>Finishes</b> (lath and plaster, gypsum wallboard, ceramic tile, wood, brick, and stone flooring, painting)	\$ -	\$ -	\$ -			
<b>Specialities</b> (fire extinguishers and cabinets)	\$ -	\$ -	\$ -			
<b>Special Construction</b> (solar and wind energy systems)	\$ -	\$ -	\$ -			
<b>Conveying Systems</b> (elevators)	\$ -	\$ -	\$ -			
<b>Mechanical/Electrical</b> (plumbing, fire protection, heating, cooling, air distribution); electrical service and distribution; lighting)	\$ -	\$ -	\$ -			
<b>Other</b> , please specify:	\$ -	\$ -	\$ -			
<b>Construction Subtotal</b>	\$ -	\$ -	\$ -			

**Construction Budget Spreadsheet not necessary for applications in the Programs & Collections or Organizational Development categories.**

**Budget Terms Defined**  
**Budget Categories Described**

## BUDGET SPREADSHEET TERMS DEFINED

See examples in "Sample Budget Spreadsheet" at [www.ohiohistory.org/historyfund](http://www.ohiohistory.org/historyfund) > "Apply for a Grant"

**Budget Category:** the History Fund's classification of grant expenses. No information needed from you in this column. For a description of each category, see see "Budget Categories Described" tab.

**Budget Item:** the people and "things" you need to complete the project you described in your grant narrative.

**Units:** the number of "things" you need to accomplish the project. Examples: hours it will take the project director to manage a project, quantities of materials required, number of miles to be travelled.

**Rate / unit:** how much does each Unit cost? Examples: for personnel, the cost is the person's hourly wage or daily or weekly rate. For materials, it's the cost per item. For travel, it's the cost per mile.

**Total Cost:** number of Units X Rate / unit

**History Fund Grant Request:** of the Total Cost, how much do you want your History Fund grant to pay for?

**Match:** how much of the Total Cost will you, as the applicant, pay for – either from cash, donated materials/equipment, and/or services?

**NOTE:** For each line item in the budget, the sum of the History Fund Grant Request and Match must equal the Total Cost.

### Match Requirements:

- **Bricks & Mortar** projects and **Programs & Collections** projects: minimum 40% Match of Total Project Cost is required. Match *can* exceed 40%, but *cannot* be below 40%.
- **Organizational Development** projects: minimum of 20% Match of Total Project Cost is required. Match *can* exceed 20%, but *cannot* be below 20%.
- *Applications that do not meet Match minimums will not be considered.*

**Source of Match:** who is contributing the match? Examples: the applicant in the form of staff and/or volunteer time, a local business (name?), another grant maker?

**Kind of Match:** briefly describe the match. Examples: is the match is paid staff time, time donated by volunteers, donated goods and service, other grants?

**Match Pending (P) or Confirmed (C)?:** does your organization have the match in hand as of the time of the application deadline or not? If you have the match in hand, it's confirmed. If you don't, it's pending. If a match amount is pending, explain in your grant narrative what you'll do if the pending match does not materialize.

**NOTE:** Secure most of the matching support for your project prior to submitting the application (if not all). Applications that show most matching support "confirmed" compete better against applications that show matches "pending."

## BUDGET CATEGORY DESCRIPTIONS

There are seven overarching budget categories on the Budget Spreadsheet:

1. PERSONNEL
2. MATERIALS & SUPPLIES
3. EQUIPMENT
4. MARKETING & PROMOTION
5. PRINTING & PUBLICATION
6. PROFESSIONAL DEVELOPMENT
7. TRAVEL

Not all budget categories will apply to all grants.

Certain costs are ineligible under History Fund rules. For a list of ineligible costs, see the *Ohio History Fund Guidelines*, section titled "What kinds of cost are ineligible for History Fund grant assistance?"

### PERSONNEL

List by name and title the paid staff and volunteers whose time will be charged to the project. Calculate the cost of their time, (hourly rate), distribute the costs between the History Fund and Match share columns.

#### **Project Director – Project Bookkeeper – Other Paid Staff of Applicant Organization**

Budgets must include the time and cost of a project director and project bookkeeper, *even if they are volunteers*. ***Applications which do not account for these two necessary positions will not be considered.*** The History Fund needs to know that a grant project will have a director – someone responsible for the successful completion of the project – and someone who will keep the project's financial records – a Project Bookkeeper.

The costs of a Project Director and Bookkeeper may be accounted for as match (and usually are), may be paid from grant funds, or may be a combination of match and grant funds if the staff member in question is paid by the organization and not a volunteer.

#### **Volunteers**

The time volunteers devote to a project is an important source of matching funds. You must record the monetary value volunteer time in the Match column of the budget spreadsheet. Volunteer time is to be calculated at no less than the minimum wage of the Ohio History Connection, which is **\$15.00 per hour**.

Exceptions: If a volunteer is doing work for which they are or were paid, you are welcome to charge their paid rate. Examples: a retired CPA serving as project bookkeeper, former educator serving as the project director of a school program, a librarian volunteering as project director for an archives project.

If you want to cite a rate higher than the \$15.00 per hour wage above, contact the Ohio History Fund for prior approval. Indicate History Fund approval in the Budget Narrative.

#### **Professional Services**

Grant projects may hire the services of outside consultants or contractors. List each service provider in Professional Services on the Budget Spreadsheet. Include a computation for consultant costs and distribute them between the History Fund and the matching share columns as appropriate.

**NOTE:** Cost-plus contracts (for example: "\$500 / day plus per diem") must include a not-to-exceed amount.

Examples of professional services a project may require:

- Collections management
- Architectural history
- Digitization
- History
- Archaeology
- Exhibit design
- Research
- Marketing and promotion
- Special event planning and oversight

Bricks & Mortar projects may require construction services, subdivided into areas such as:

- Architectural services
- Construction
- Engineering

## **MATERIALS & SUPPLIES**

Materials & Supplies refers to the "stuff," that will be used up to complete the project. Donated services and materials are allowable as match when they directly benefit the project and are specifically identified.

Materials & Supplies can be subdivided into these categories:

- Audio-visual supplies
- Collection supplies
- Educational materials & supplies (used for programs)
- Exhibit supplies
- Hardware supplies
- Office supplies
- Other supplies. This is a catch-all category for items that do not fit into any of the other categories above. Explain in the budget narrative field the supplies listed in this category.
- Postage

It is not necessary to account for every screw, sticky note, or computer flash drive in your project's budget. It is necessary to show that you have thought through what you need to accomplish the project and that you have budgeted for it.

## **EQUIPMENT**

Equipment includes the tools you will use to accomplish the project. Under equipment, list items that you will purchase with grant funds and use during the project's duration, and which will remain with your organization to sustain the project after the grant ends. Examples include digital audio recorders for an oral history project, computers for a collections management project, or archival shelving for a collections storage project. Make sure the project narrative includes clear, compelling explanations for any equipment purchases in the budget.

Equipment can be subdivided into these categories:

- Audio-visual equipment
- Computer hardware

- Computer software
- Storage and display furniture
- Other equipment. This is a catch-all category for items that do not fit into any of the other categories above. Explain in the Budget Narrative field the equipment listed in this category

**NOTE:** You must document materials & supplies and equipment that are donated to your project, if any, just as you must document volunteer time.

### **MARKETING & PROMOTION**

Telling your community and stakeholders about your project is important. If the success of your project relies on public participation, documenting the monetary value of marketing and promotion efforts is essential.

Categories include but are not limited to:

- Broadcast advertising – radio, television
- Internet advertising – Facebook ads, Google Ads, Web advertisements
- Print advertising – newspapers, newsletter, magazines
- Printed materials – postcards, flyers, posters, invitations

**NOTE:** History Fund grant recipients are required to acknowledge the History Fund in writing and include the logo of the Ohio History Connection on all project signage, news releases, and program materials. The History Fund and the Ohio History Connection must be acknowledged verbally at all grant-related events. Recommended wording will be provided. **The cost of signage to acknowledge History Fund support may be counted as Match in the project's budget.**

### **PRINTING & PUBLICATIONS**

Examples of expenses for Printing & Publications include photocopying handouts for grant supported activities, printing booklets or publication of books, and the design of these items. It also includes web-based design and publication expenses.

Categories include (but are not limited to):

- Design and layout
- Photocopying
- Printing
- Photography

### **PROFESSIONAL DEVELOPMENT**

Professional Development includes conference and workshop fees, the cost of training done "in house" by an outside expert, membership dues, or other fees. This category will apply to many Organizational Development projects.

### **TRAVEL**

Travel encompasses mileage and accommodations for grant project personnel. If travel is to be paid with either in whole or in part with grant funds, the *Travel Policy and Procedures* of the Ohio History Connection will apply:

- Travel by car is reimbursed at \$0.585 per mile.
- Lodging may be booked if the traveler is more than 45 miles from office or and is to be made at a business class hotel (for example, Hampton Inn, Marriott Courtyard, or Holiday Inn Express).



- Meals will be reimbursed only in conjunction with overnight stays.
- The per diem rate is \$35 per day, including gratuity and taxes.
- Airfare will be reimbursed at coach rates.

If travel costs will be paid with Match, the applicant organization's travel policy will apply.

Contact the History Fund for more information if travel expenses are a part of your grant.