



Preparing a Budget and Budget Justification

Office of Museum Services, IMLS

FY25 Video

September 2024

Welcome to “Preparing a Budget and Budget Justification,” an instructional video from the Office of Museum Services at IMLS. Our goal in this presentation is to provide you with basic information to help you prepare two essential parts of your grant application – the IMLS Budget Form and the Budget Justification.

Getting Started

FY 2025 Notice of Funding Opportunity



The Notice of Funding Opportunity, or NOFO, is your best source of information when preparing a grant application. This video is a supplement to the NOFO and provides more detailed guidance on completing the budget-related components for your grant application.

Budget Form

IMLS Budget Form

Make sure that JavaScript is enabled in your web browser. Download the [IMLS Budget Form \(PDF, 1.7MB\)](#) to your computer and work on it outside your web browser. When you've completed the form, save it as a PDF and upload it as part of your application through Grants.gov.

The IMLS Budget Form accommodates up to three years of project activities and expenses. Project timelines, allowable costs, and other budget details vary by program. Be sure to review the Notice of Funding Opportunity for the grant program/project type to which you are applying and the cost principles in 2 C.F.R. part 200 and 2 C.F.R. part 3187.

The Year 1 columns should include costs for activities that begin on the project start date (as listed on 6c of the SF-424S) and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns. If the project extends beyond two years, list the costs for the next 12 months in the Year 3 columns.

Each NOFO includes a link to the IMLS Budget Form and instructions. Please make sure to use the NOFO for the fiscal year in which you are applying to access the most recent version of the form.

Funding Range

Funding Details	
Total amount of funding IMLS expects to award through this announcement	\$21,699,000
Expected performance indicators, targets, baseline data, and data collection	See Performance Measures .
Anticipated number of awards	122
Expected amount of individual awards	\$5,000 - \$250,000
Average amount of funding per award in previous years	\$177,860



Please note the funding range for individual grant programs. Your request must fall within that range. For example, in the Museums for America program you may request from \$5,000 up to \$250,000 regardless of whether you are proposing a 1, 2, or 3 year project. If your request is outside the funding range, we may reject your application from consideration for funding.

Cost Share

Museums for America

Cost Share Requirements

For the MFA program, awardees must provide funds from non-federal sources in an amount that is **equal to or greater than** the amount of the federal award.

Cost share is the portion of project costs that is not paid by IMLS funds. Common examples of cost share include cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities.

Cost share is an eligibility criterion and is not considered in peer review of applications.

Calculate any cost share you include in your project budget carefully. If you receive an award, you will be required to meet your cost share commitments. If you do not include at least 1:1 cost share on your IMLS Budget Form, we may reject your application from further consideration.

[Learn more about Cost Sharing in the Budget](#)

Museum Grants for African American History and Culture

Cost Share Requirements

For the AAHC program, requirements to provide cost share from non-federal sources differ according to the requested project type's funding level. Cost share is an eligibility criterion and is not considered in the review of applications.

Cost share is the portion of project costs that is not paid by IMLS funds. Common examples of cost share include cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities.

Calculate any cost share you include in your project budget carefully. If you receive an award, you will be required to meet your cost share commitments.

Project Type	IMLS Award Amount	Cost Share Requirement
Small Project	\$5,000-\$100,000	No cost share required.
Large Project	\$100,001-\$500,000	At least 1:1 cost share from non-federal sources is required. <i>Note: If you do not include at least 1:1 cost share on your IMLS Budget Form, your application may be rejected from further consideration.</i>

[Learn more about Cost Sharing in the Budget](#)

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by cost share. Most grant programs require at least a 1:1 cost-share, although some grant programs or project types may have no cost-share requirement. Be sure to check the NOFO for cost-share requirements for the program you are applying to....



Cost Principles

Necessary

Allowable

Auditable

Incurred During Period of Performance

...and remember all the expenses included in your budget, whether supported by grant funds or cost share, must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the award period of performance.

**Donations and Grants
from Non-Federal Sources**

Volunteers

Staff Time on Project

Pro Tip!

Coming Up with Cost Share

Pro Tip: Coming up with cost share can feel daunting for some museums, but it does not have to be. You may use donations and grants from other funders so long as those funders are not federal. You may also use in-kind contributions, such as staff and volunteer time spent on the project.

Allowable Costs

\$ Allowable Costs

- ✓ personnel salaries, wages, and fringe benefits, including annual cost of living increases
- ✓ travel expenses for key project staff and consultants
- ✓ materials, supplies, software, and equipment related directly to project activities
- ✓ adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities
- ✓ participant support costs if documented in written policies
- ✓ equipment to improve collections storage and exhibit environments
- ✓ third-party costs
- ✓ design and publication costs
- ✓ program evaluation
- ✓ staff and volunteer training
- ✓ paid internships/fellowships
- ✓ stipends or honoraria for project advisors and participants
- ✓ indirect or overhead costs

⊘ Unallowable Costs

- ✗ general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- ✗ contributions to endowments
- ✗ general operating support
- ✗ acquisition of collections
- ✗ general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- ✗ construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- ✗ social activities, receptions, or entertainment
- ✗ research projects.

2 CFR Part 200
Uniform Administrative
Requirements,
Cost Principles,
and Audit Requirements
for Federal Awards
www.ecfr.gov

Let's also take a moment to discuss allowable and unallowable costs. The NOFO for each grant program includes a section that lists typical examples of project costs that are allowable or unallowable according to federal cost principles. For more in-depth information, you may consult 2 C.F.R. part 200, which is available online:

- [eCFR :: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](http://www.ecfr.gov)

Unallowable Costs

- * general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- * contributions to endowments
- * **general operating support**
- * acquisition of collections
- * general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- * construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- * social activities, receptions, or entertainment
- * research projects.

General Operating Support

Pro Tip!

General Operating Support

Museum

Rental Space

Pro-Tip: All Office of Museum Services NOFOs list General Operating Support as an Unallowable Cost. General Operating costs are those which you would incur whether or not you get the grant. For example, the cost of renting the museum building you work in is unallowable, but renting a meeting room to host a convening that your museum cannot accommodate is allowable.

Free Counseling Calls!

Program Contacts:

If you have questions, please contact any of the staff members listed under the category that best fits your project.

Lifelong Learning	Community Engagement	Collections Stewardship and Access
<p>Helen Wechsler Supervisory Grants Management Specialist hwechsler@imls.gov 202-653-4779</p> <p>Jessica Ottley Senior Museum Program Officer jottley@imls.gov 202-653-4669</p> <p>To schedule a time to talk to staff about Lifelong Learning click here. ←</p>	<p>Sarah Glass Senior Museum Program Officer sglass@imls.gov 202-653-4668</p> <p>To schedule a time to talk to Sarah Glass about Community Engagement, click here. ←</p>	<p>Mark Feitl Senior Museum Program Officer mfeitl@imls.gov 202-653-4635</p> <p>To schedule a time to talk to Mark Feitl about Collections Stewardship and Access, click here. ←</p>

Office of Museum Services program staff are also here to help. The webpage for each program includes a link to sign up for a free counseling call with a staff member to discuss your project, questions, and which expenses are allowable and unallowable. We welcome your questions.

Legal Name & Project Dates

IMLS BUDGET FORM

a. Legal name (5a from SF-424S):

b. Requested Grant Period From: (MM/DD/YYYY) Through: (MM/DD/YYYY)

c. If this is a revised budget, indicate application/grant number:

Must match SAM.gov registration

Must match grant program start date in NOFO

Must fall within allowable period of performance

At the top of the form, enter the legal name of your organization and start and end date of the proposed project.

Grant Funds & Cost Share

Option 1

1. Salaries and Wages		
Name/Title or Position	Year 1	
	Grant Fund	Cost Share
Chief Curator		\$80,000.00
Collections Manager		\$65,000.00
Exhibits Manager		\$65,000.00
Temp Exhibits Assistant		\$40,000.00
Subtotal	\$0.00	\$250,000.00

Option 2

1. Salaries and Wages		
Name/Title or Position	Year 1	
	Grant Fund	Cost Share
Chief Curator	\$80,000.00	
Collections Manager	\$65,000.00	
Exhibits Manager	\$65,000.00	
Temp Exhibits Assistant	\$40,000.00	
Subtotal	\$250,000.00	\$0.00

Option 3

1. Salaries and Wages		
Name/Title or Position	Year 1	
	Grant Fund	Cost Share
Chief Curator	\$40,000.00	\$40,000.00
Collections Manager	\$32,500.00	\$32,500.00
Exhibits Manager	\$65,000.00	
Temp Exhibits Assistant		\$40,000.00
Subtotal	\$137,500.00	\$112,500.00

As you enter costs items in the different categories, such as Section 1. Salaries and Wages, you can enter them under grant funds or cost-share. Individual cost items can be supported with grant funds, or cost share, or split between the two.

Align Expenses with Sections

Travel

Supplies,
Materials, and
Equipment

Other Costs

3. Travel

From/To and Purpose	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Workshop Speaker	\$ 1,500.00						\$ 1,500.00	\$ 0.00	\$ 1,500.00
							\$ 0.00	\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	\$ 1,500.00

4. Supplies, Materials, and Equipment

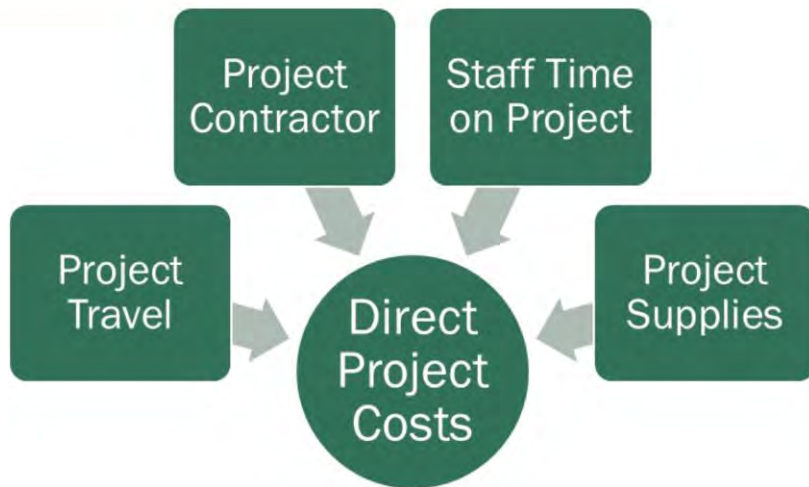
Item	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Workshop Workbooks	\$250.00	\$250.00					\$250.00	\$250.00	\$500.00
Workshop Pens	\$50.00						\$50.00	\$0.00	\$50.00
Workshop Printing	\$500.00						\$500.00	\$0.00	\$500.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
Subtotal	\$800.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$250.00	\$1,050.00

7. Other Costs

Item	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Speaker Honorarium	\$1,000.00						\$1,000.00	\$0.00	\$1,000.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
Subtotal	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00

You will need to organize your project budget to align with the categories in the IMLS Budget Form. For example, hosting a workshop at your museum may include travel costs, supplies for participants, and an honorarium for a speaker. Those expenses should be entered in Travel; Supplies, Materials, and Equipment; and Other Costs, respectively.

Direct Costs



Sections 1 through 7 of the budget form are for your Direct Costs – costs that can be directly attributed to your project’s activities.

Salaries and Wages

1. Salaries and Wages

Name/Title or Position	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Chief Curator	\$20,000.00		\$20,600.00		\$21,218.00		\$61,818.00	\$0.00	\$61,818.00
Collections Manager	\$8,125.00	\$8,125.00	\$8,368.75	\$8,368.75	\$8,619.81	\$8,619.81	\$25,113.56	\$25,113.56	\$50,227.12
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
Subtotal	\$28,125.00	\$8,125.00	\$28,968.75	\$8,368.75	\$29,837.81	\$8,619.81	\$86,931.56	\$25,113.56	\$112,045.12

Wage x Estimated Hours

Collections Manager
 $\$31.25/\text{hr} \times 520\text{hrs}/\text{year} =$
\$16,250

Estimated % of Annual Salary

Chief Curator
 $\$80,000/\text{year} \times 25\% = \$20,000$

3% Cost of Living Increase, Chief Curator

Year	1	2	3
Base Salary	\$80,000	Year 1 x 1.03 = \$82,400	Year 2 x 1.03 = \$84,872
%	25	25	25
Project Expense	\$20,000	\$20,600	\$21,218

In Section 1, include staff Salaries & Wages that will be committed to the project. Calculate this using one of two ways: a staff member's hourly wage multiplied by the number of hours you anticipate that staff member will devote to the project, or as a percentage of an annual salary. Include any cost-of-living increases from year to year; If your staff receives an annual 3% raise, factor that into your project budget.

Project New Hire Compensation

Museum Salary Resources

Bureau of Labor Statistics

<https://www.bls.gov/oes/tables.htm>

American Alliance of Museums (AAM)

National Museum Salary Survey

Association of Art Museum Directors (AAMD)

Salary Survey

MIT

Living Wage Calculator

Living Wage calculator

Living Wage Calculation for Washington-Arlington-Alexandria, DC

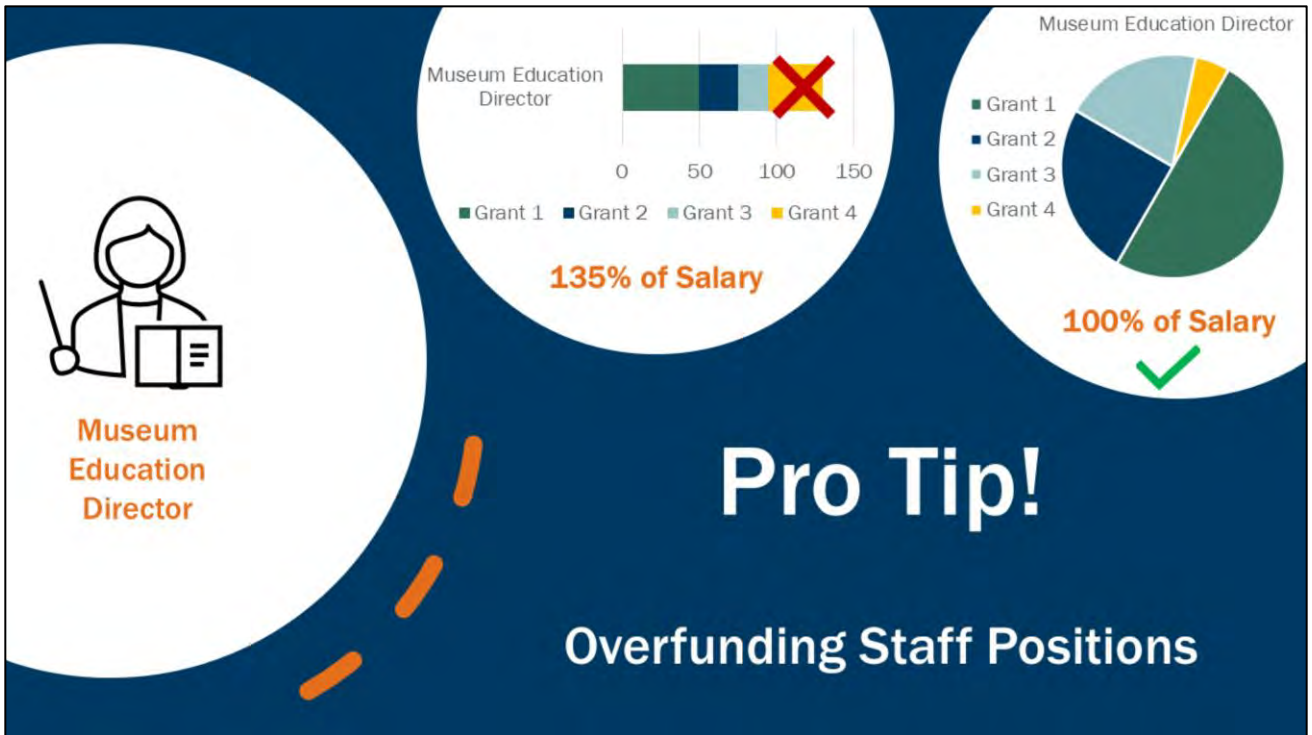
The living wage shown is the hourly rate that an individual in a household must earn to support themselves and/or their family, working full-time, or 2080 hours per year. The tables below provide living wage estimates for individuals and households with one or two working adults and zero to three children. In households with two working adults, all hourly values reflect what one working adult requires to earn to meet their families' basic needs, assuming the other adult also earns the same.

The poverty wage and state minimum wage are for reference purposes. Poverty wage estimates come from the Department of Health and Human Services' Poverty Guidelines for 2024 and have been converted from an annual value to an hourly wage for ease of comparison. The state minimum wage data is sourced from the Labor Law Center and includes the minimum wage as of January of that year. For further detail, please reference the Methodology page. The data on this page was last updated on February 14, 2024.

	1 ADULT				2 ADULTS (1 WORKING)			2 ADULTS (2 WORKING)		
	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child
Living Wage	\$27.00	\$46.42	\$60.54	\$76.90	\$34.76	\$41.14	\$45.84	\$49.62	\$17.34	\$25.38
Poverty Wage	\$7.24	\$9.85	\$12.41	\$15.00	\$9.81	\$12.41	\$15.00	\$17.59	\$6.91	\$6.21
Minimum Wage	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00

livingwage.mit.edu

Your budget may also include new employees hired on a permanent or temporary basis to assist with your proposed project. Please make sure that planned compensation for new hires is reasonable and consistent with comparable salaries or wages for similar work in your labor market. You will be expected to include an explanation of how you determined the salary in your Budget Justification.



Pro Tip: You should carefully consider the percentage of time a staff member dedicates to other grant-funded projects because overfunding a position is not allowed. In other words, using grants to pay for 110% of a staff member's annual salary is a misuse of grant funds that will become apparent in an audit.

Fringe Benefits

1. Salaries and Wages

Name/Title or Position	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Chief Curator	\$20,000.00		\$20,600.00		\$21,218.00		\$61,818.00	\$0.00	\$61,818.00
Collections Manager	\$8,125.00	\$8,125.00	\$8,368.75	\$8,368.75	\$8,619.81	\$8,619.81	\$25,113.56	\$25,113.56	\$50,227.12
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
Subtotal	\$28,125.00	\$8,125.00	\$28,968.75	\$8,368.75	\$29,837.81	\$8,619.81	\$86,931.56	\$25,113.56	\$112,045.12

2. Fringe Benefits

Rate and Base	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Salaried Employees	\$ 4,000.00		\$ 4,120.00		\$ 4,243.60		\$ 12,363.60	\$ 0.00	\$ 12,363.60
Hourly Employees		\$ 2,437.50		\$ 2,510.63		\$ 2,585.94	\$ 0.00	\$ 7,534.07	\$ 7,534.07
							\$ 0.00	\$ 0.00	\$ 0.00
							\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 4,000.00	\$ 2,437.50	\$ 4,120.00	\$ 2,510.63	\$ 4,243.60	\$ 2,585.94	\$ 12,363.60	\$ 7,534.07	\$ 19,897.67

Fringe Benefits

20% of Salary for Salaried Staff
15% of Wages for Hourly Staff

Example

Chief Curator



Year 1

\$80,000/year x 20% = \$16,000

Chief Curator



Year 1

\$20,000/year x 20% = \$4,000

A portion of staff's Fringe Benefits may be included in your budget. Fringe Benefits often include health insurance, retirement contributions, and paid leave. This is typically calculated as a percentage of staff's annual salary or wages. If you do not know the percentage, we recommend contacting your Human Resources team or Finance manager. If fringe rates vary among staff, please use multiple lines in the Budget Form to account for that. Fringe rates may only be applied to those positions included in the project plan and only on the portion of their salaries or wages included in the project budget.

Calculate Travel Expenses

The screenshot shows the GSA website's 'Plan a trip' page. The header includes the GSA logo and 'U.S. General Services Administration'. A navigation menu lists categories like 'Buy through us', 'Sell to government', 'Real estate', 'Policy and regulations', 'Small business', 'Travel', 'Technology', and 'About us'. The main content area is titled 'Plan a trip' and features a sidebar with links to 'Overview', 'Per diem rates', 'Transportation (airfare rates, POV rates, etc.)', 'Lodging', 'Conference and meeting planning', and 'Travel charge card'. The main content is organized into three columns: 'Per diem rates' (with a sub-link for 'Per diem Lookup'), 'Transportation (airfare rates, POV rates, etc.)', and 'Lodging'. A right-hand column contains links for 'Conference and meeting planning', 'State tax rates and exemptions info', and 'Travel charge card'. Each link is accompanied by a brief description of the resource.

www.gsa.gov/travel/plan-a-trip

If your project entails travel, U.S. General Services Administration (GSA) rates must be used to calculate travel expenses. GSA rates for transportation, lodging, and per diem may be found online at www.GSA.gov. If you use a different rate, please be prepared to explain that rate in your Budget Justification.

Travel

3. Travel

From/To and Purpose	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Workshop Speaker	\$ 1,500.00						\$ 1,500.00	\$ 0.00	\$ 1,500.00
Convening 1			\$ 2,500.00				\$ 2,500.00	\$ 0.00	\$ 2,500.00
Conference 1			\$ 5,000.00				\$ 5,000.00	\$ 0.00	\$ 5,000.00
Conference 2					\$ 5,000.00		\$ 5,000.00	\$ 0.00	\$ 5,000.00
Museum Research Summit					\$ 10,000.00		\$ 10,000.00	\$ 0.00	\$ 10,000.00
NANH IMLS Meeting	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00		\$ 9,000.00	\$ 0.00	\$ 9,000.00
							\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 4,500.00	\$ 0.00	\$10,500.00	\$0.00	\$18,000.00	\$0.00	\$33,000.00	\$0.00	\$33,000.00

IMLS Annual Meeting

- Native American/Native Hawaiian Museum Services Program = Add \$3,000 per
- Museum Grants for African American History and Culture = Project Year

While it is acceptable to enter a lump sum for a planned trip in the Budget Form, you should provide the full breakdown of a trip's expenses in the Budget Justification.

Applicants to the Native American/Native Hawaiian Museum Services program and to the Museum Grants for African American History and Culture program should note that travel to IMLS meetings is required and applicants should include \$3,000 per project year in their travel budgets to support attendance at these events.

Supplies, Materials, & Equipment

4. Supplies, Materials, and Equipment

Item	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Museum Exhibit Cases			\$25,000.00				\$25,000.00	\$0.00	\$25,000.00
Paint/Painting Supplies			\$1,200.00				\$1,200.00	\$0.00	\$1,200.00
Interactive kiosks (3)			\$10,500.00				\$10,500.00	\$0.00	\$10,500.00
Hanging hardware					\$500.00		\$500.00	\$0.00	\$500.00
Vinyl and Labels					\$2,500.00		\$2,500.00	\$0.00	\$2,500.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$36,700.00	\$0.00	\$3,000.00	\$0.00	\$39,700.00	\$0.00	\$39,700.00

Justifying Your Project Expenses

- Budget Justification = Detailed list with quantity and unit cost
- Supporting Documents = Quotes, bids, online shopping cart, etc.

Enter your project-specific costs for Supplies, Materials, and Equipment into the Budget Form. While supply costs may vary over the course of your project, you will need to explain how you have calculated these expenses. Provide a detailed list in your Budget Justification with the quantity and unit cost for each item. Provide quotes, bids, cost estimates, or a pdf of an online shopping cart to justify supply and material costs. These may be included in your application as Supporting Documents.

Contracts and Subawards

5. Subawards and Contracts

Item
<input type="text" value="Contract"/>
<input type="text" value="Subaward"/>
<input type="text" value="Contract"/>
<input type="text" value="Subaward"/>
<input type="text" value="Subaward"/>
<input type="text" value="Subaward"/>
<input type="text" value="Subaward"/>
Subtotal



Contractor

Provides goods and services

Examples: Exhibition Designer, Program Evaluator



Subrecipient

Carries out a portion of the work

Examples: Researcher, Exhibition Co-organizer

Supporting Documents = Memorandum of Understanding (MOU), contracts, quotes, estimates, and bids.

In the Subawards and Contracts section, please note the drop-down options in the Item column. Make sure to change each row's designation to indicate if the expense is a contract or a subaward. A contractor provides goods and services, such as program evaluation or the graphic design of a gallery guide. A subrecipient carries out a portion of the work required under a federal award, such as a partnering museum that will undertake a portion of a research project. With your submitted application, you will need to provide justification and supporting documentation for the Contracts and Subawards listed in this section. Appropriate documentation includes Memorandums of Understanding (MOUs), contracts, quotes, estimates, and bids.

Student Support Costs

Students are:

- Individuals enrolled in a community college, undergraduate, or graduate program of study
- Individuals participating in post-master's or post-doctoral programs that are focused on supporting their careers or professional development
- Library, archives, and museum staff participating in education and training activities focused on their careers or professional development

Examples of Student Support include:

- Tuition support for students participating in the project
- Salaries or stipends for graduate assistant work, if their work is focused on research and teaching activities (therefore contributing to their education)
- Pay and benefits for a resident or fellow to work in a position that is intended to support their learning outcomes or professional development
- Costs for travel and conference registration provided to support a student or participant's learning outcomes or professional development
- Costs of supplies and equipment provided to students to support a student's learning outcomes or professional development



When college, graduate, or post-graduate students are part of a project plan, you may include Student Support in the budget. The NOFO for each grant program includes a section that provides guidance on who is considered a student and what types of support should be included in this section of the budget. Carefully review that section and contact IMLS program staff with any questions.

Other Costs

7. Other Costs

Item	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Workshop Speaker	\$1,500.00						\$1,500.00	\$0.00	\$1,500.00
Artist Honoraria			\$5,000.00		\$5,000.00		\$10,000.00	\$0.00	\$10,000.00
Project Advisors		\$500.00		\$500.00		\$500.00	\$0.00	\$1,500.00	\$1,500.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
							\$0.00	\$0.00	\$0.00
Subtotal	\$1,500.00	\$500.00	\$5,000.00	\$500.00	\$5,000.00	\$500.00	\$11,500.00	\$1,500.00	\$13,000.00

The Other Costs section is used for project expenses that cannot be easily assigned to one of the other categories. Some of the most common examples include honoraria, stipends, and other compensation for project advisors, speakers, community collaborators, and culture bearers involved in the project. IMLS encourages applicants to plan for compensation for such partners regardless of whether the expertise they bring to the project is scholarly, professional, or lived experience.

Grouping Related Expenses

4. Supplies, Materials, and Equipment

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Workshop Supplies	\$500.00						\$500.00	\$0.00	\$500.00
Exhibition Supplies			\$5,500.00				\$5,500.00	\$0.00	\$5,500.00
Convening Supplies			\$750.00				\$750.00	\$0.00	\$750.00
Conference Supplies					\$4,000.00		\$4,000.00	\$0.00	\$4,000.00
Evaluation Supplies		\$250.00		\$400.00		\$400.00	\$0.00	\$1,050.00	\$1,050.00
Outreach Supplies	\$1,500.00	\$500.00	\$2,000.00	\$500.00	\$2,500.00	\$500.00	\$6,000.00	\$1,500.00	\$7,500.00
Collections Supplies			\$2,500.00		\$1,000.00		\$3,500.00	\$0.00	\$3,500.00
Shipping Supplies			\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00
Subtotal	\$2,000.00	\$750.00	\$11,250.00	\$1,400.00	\$8,000.00	\$1,400.00	\$21,250.00	\$3,550.00	\$24,800.00

Budget Justification: Exhibition Supplies

Item	Vendor	Price Per Unit	Qty	Total
Pedestal Case w/Vitrine	Very Good Museum Products Co.	\$1000	4	\$4000
Vinyl Wall Text	The Amazing Printing Co.	\$250	4	\$1000
Mylar Artifact Labels	The Amazing Printing Co.	\$5	50	\$250
Gallery Hanging Rails, 6ft system	Install Art LLC	\$25	10	\$250

If you run out of lines for your items, you are welcome to group the expenses so long as you fully break out the costs included in that line in your Budget Justification.

Total Direct Costs

8. Total Direct Costs

	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotals (Items 1-7)	\$65,000.00	\$61,750.00	\$67,750.00	\$86,900.00	\$81,750.00	\$66,150.00	\$214,500.00	\$214,800.00	\$429,300.00

All of the information you have entered into your budget so far will auto-sum in Section 8, Total Direct Costs.

Negotiated Indirect Cost Rate

9. Indirect Costs (Read the instructions about Indirect Costs before completing this section.)

- Current indirect cost rate(s) have been negotiated with a federal agency. Name of Agency: Expiration Date:
- Indirect cost proposal has been submitted to a federal agency but not yet finalized. Name of Agency: Proposal Date:
- Applicant chooses a rate not to exceed 15% of modified total direct costs, and declares it is eligible for the 15% rate. Until Amended:
- Applicant chooses not to include indirect costs.
- Grant program does not allow indirect costs.

Rate and Base	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
38.4% of MTDC	\$24,960.00	\$23,712.00	\$10,540.00	\$48,845.60		\$56,793.60	\$35,500.00	\$129,351.20	\$164,851.20
Indirect Costs Subtotal	\$24,960.00	\$23,712.00	\$10,540.00	\$48,845.60		\$56,793.60	\$35,500.00	\$129,351.20	\$164,851.20

REQUIRED
Supporting Document
Non-expired, Signed,
Negotiated Indirect
Cost Rate Agreement



Some museums have a Negotiated Indirect Cost Rate agreement. IMLS honors those rates regardless of the federal agency your institution negotiated with. You must apply the approved rate or rates according to the terms of your agreement. If you use a Negotiated Indirect Cost Rate, you will be required to submit a current, non-expired copy of your agreement with your grant application.

De minimis

9. Indirect Costs (Read the instructions about Indirect Costs before completing this section.)

- Current indirect cost rate(s) have been negotiated with a federal agency. Name of Agency: Expiration Date:
- Indirect cost proposal has been submitted to a federal agency but not yet finalized. Name of Agency: Proposal Date:
- Applicant chooses a rate not to exceed 15% of modified total direct costs, and declares it is eligible for the 15% rate. Until Amended:
- Applicant chooses not to include indirect costs.
- Grant program does not allow indirect costs.

Rate and Base	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
De minimis	\$9,750.00	\$9,262.50	\$10,162.50	\$13,035.00	\$12,262.50	\$9,922.50	\$32,175.00	\$32,220.00	\$64,395.00
Indirect Costs Subtotal	\$9,750.00	\$9,262.50	\$10,162.50	\$13,035.00	\$12,262.50	\$9,922.50	\$32,175.00	\$32,220.00	\$64,395.00

Museums without a Negotiated Indirect Cost Rate may still include Indirect Costs in their project budget by using the de minimis rate, which is set at 15% of the Modified Total Direct Costs of your project.

Modified Total Direct Costs

Salaries and Wages

Applicable Fringe Benefits

Travel for Staff and Contractors

Supplies & Materials

Contract Services

Up to \$50,000 of Each Subaward



Modified Total Direct Costs can also be confusing, especially for first-time applicants. Although your Total Direct Costs are summarized on the previous page of the Budget Form, not all costs in that subtotal are eligible for inclusion in your Indirect Cost Rate calculations.

Modified Total Direct Costs means salaries and wages, applicable fringe, travel for your staff and contractors, materials and supplies, services, and up to the first \$50,000 of each subaward.

MTDC Exclusions

Equipment

Tuition Remission

Scholarships

Participant Costs

Portion of Each Subaward over \$50,000

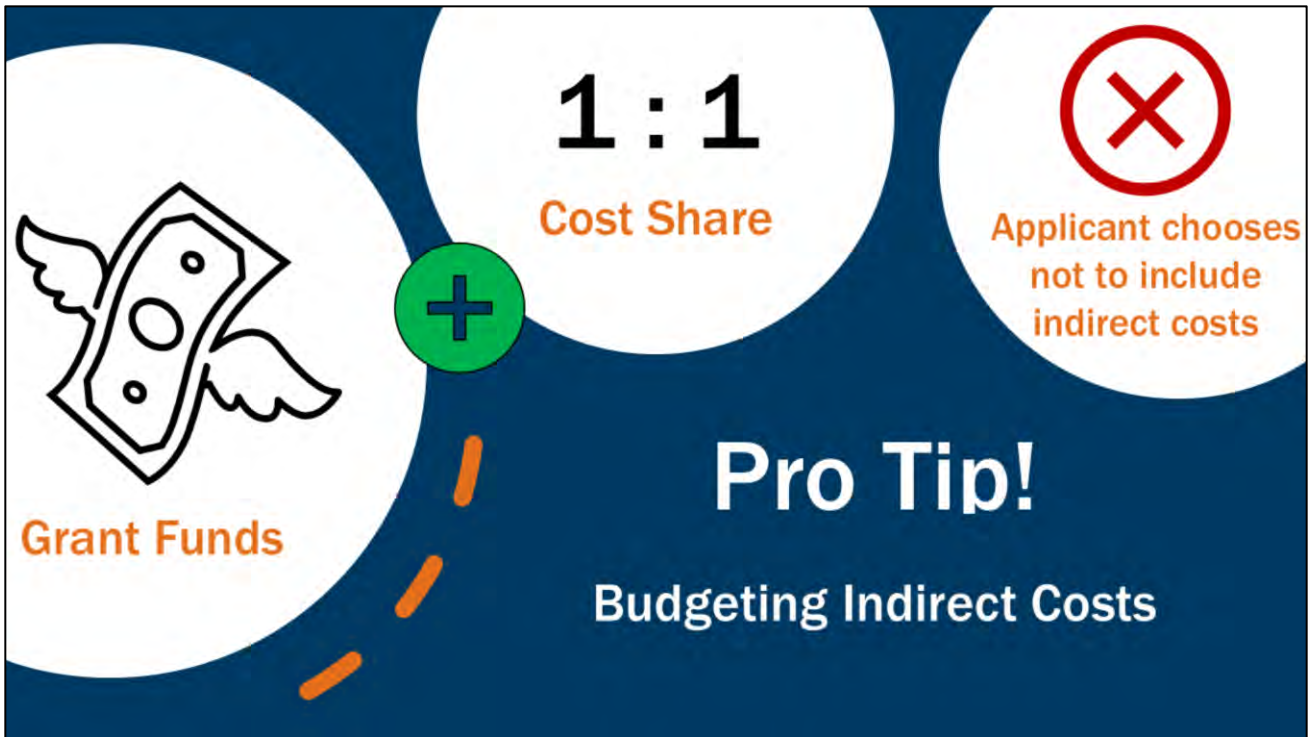


Questions?

Please contact OMS
staff

Expenses that may **not** be added to your Modified Total Direct Costs include equipment, tuition remission, scholarships, participant costs, and the portion of each subaward in excess of \$50,000. Participant costs include stipends, travel allowances, and registration fees paid on behalf of participants (other than your museum's employees) in connection with workshops, conferences, and professional development training. When in doubt about what to include in your Modified Total Direct Costs, please contact Office of Museum Services staff.

Once you have properly calculated your Modified Total Direct Costs, you may apply your Indirect Cost Rate to that number.



Pro Tip: You may ask for Indirect Costs as grant funds, use them to meet your cost share requirement, a combination of both, or you may choose not to include them your budget at all.

Total Project Costs

10. Total Project Costs

	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Total Direct & Indirect Costs	\$74,750.00	\$71,012.50	\$77,912.50	\$99,935.00	\$94,012.50	\$76,072.50	\$246,675.00	\$247,020.00	\$493,695.00
Total Costs (excluding student support)	\$74,750.00	\$71,012.50	\$77,912.50	\$99,935.00	\$94,012.50	\$76,072.50	\$246,675.00	\$247,020.00	\$493,695.00

REQUIRED 
 Grant Fund must be less than or equal to Cost Share

The Budget Form will auto-calculate your Total Project Costs. If a 1:1 cost-share is required, you need to be sure that the one-to-one ratio is showing in the sum totals in Section 10 Total Project Costs. Now that your Budget Form is complete, you can move on to your Budget Justification!

Budget Justification

Use Budget Section Headings

- Salaries and Wages
- Fringe Benefits
- Travel
- Supplies, Materials, and Equipment
- Subawards and Contracts
- Student Support
- Other Costs
- Total Direct Costs
- Indirect Costs
- Total Project Costs

YOU

- Identify **EACH** line-item expense
- Show your math
- Describe the need
- Use as much space as needed

WE

- Check for allowability
- Determine allocability
- Assess reasonableness

While the Budget Form presents a summary of your project budget, the Budget Justification is where you provide the details. In writing the budget justification, you should follow the same ten section headings, identify each line-item expense, show your method of cost calculation, and include a description of why that expense is necessary to your project plan. Although many of the documents required for your grant application have suggested pages limits, the Budget Justification does not. That is because Office of Museum Services staff use the Budget Justification to check for allowability, allocability, and reasonableness, and we require a high level of detail to accomplish this task.

Salaries and Wages

Jane Smith

Director of Exhibitions

FYxx Base Salary \$80,000.00

The Generic Museum's, Jane Smith, will serve as the Project Director. She will research best practices for interactive exhibitions. She will oversee the formation of the exhibition advisory committee and will lead committee meetings. She will work with exhibit design and fabrication company. She will lead focus groups to evaluate the exhibits interactive features and will work with the consulting firm to carry out exhibition evaluation.

Project Year 1:	\$12,000.00, calculated at 15% of annual salary
Project Year 2:	\$12,360.00, calculated at 15% of annual salary Salary \$82,400.00 assumes 3% cost of living increase over Project Year 1
Project Year 3:	\$12,730.80, calculated at 15% of annual salary Salary \$84,872.00 Assumes 3% cost of living increase over Project Year 2
Total:	\$37,090.80

Each expense category has requirements, which are addressed in the NOFO. A full listing is beyond the scope of this video, but the basics are as follows:

Salaries and Wages: For each person included in the Budget Form, please list their name and/or position, title, base salary or hourly wage, and method of calculation, either in percentage of base salary or number of hours allocated to project activities. You should also provide a brief description of that person's role in the project.

Fringe Benefits

Fringe benefits are calculated at 20% of salary for all full-time employees of the museum. This figure accounts for:

- Social Security and Medicare taxes
- The museum's contribution to employee health care costs
- Life Insurance
- Long-term disability insurance
- A match of up to 4% of salary for employee contributions to a 401k

Project Year 1

Jane Smith	$\$12,000.00 \times 20\%$	= \$2,400.00
John Daniels	$\$6,000.00 \times 20\%$	= \$1,200.00
Betty Johnson	$\$450.00 \times 20\%$	= \$90.00
	Total	= \$3,690.00

Fringe Benefits should identify your organization's rate. Show your math by applying the rate to the Salary and Wages total for each person or position identified in the previous section.

Travel

Trip 1:

Jane Smith and John Daniel will travel to Los Angeles, CA to visit the Exemplary Museum #1, which recently completed a multi-year renovation project. The museum's expanded exhibition galleries have new interactive spaces. While in Los Angeles, they will also visit Secondary Museum, known for its outdoor interactive space. GSA rates were used to determine travel expenses.

Project Year 1: Washington, D.C. to Los Angeles, CA

Roundtrip Airfare:	\$400.00 x 2 people	\$800.00
Hotel:	\$183.00 x 2 people x 2 nights	\$732.00
Per Diem	2 travel days at \$55.50 x 2 people	\$222.00
	1 full day at \$74.00 x 2 people	\$148.00
<u>Ground Transportation</u>	<u>Roundtrip Airport \$50 x 2</u>	<u>\$100.00</u>
	Total	\$2,002.00

For budgeted travel, explain the purpose of each trip, the points of origin and destination, the individuals who will be traveling, and an itemized list of costs that may include transportation, lodging, and per diem, using the GSA rates relevant for the locations

Supplies, Materials, & Equipment

Exhibition Supplies

The Generic Museum will purchase pedestal cases with vitrines to display 3D objects in the exhibition. Gallery hanging rails are for displaying hung art. Vinyl wall text and labels will provide exhibition interpretation. For each item listed below, we requested and received three estimates and have selected the products that have the highest quality and durability relative to pricing. *Please see estimates attached as supporting documents.*

Item	Vendor	Price Per Unit	Qty	Total
Pedestal Case w/Vitrine	Very Good Museum Products Co.	\$1000	4	\$4000
Vinyl Wall Text	The Amazing Printing Co.	\$250	4	\$1000
Mylar Artifact Labels	The Amazing Printing Co.	\$5	50	\$250
Gallery Hanging Rails, 6ft system	Install Art LLC	\$25	10	\$250



Supporting Documents

Quotes, bids, cost estimates, or a pdf of an online shopping cart, etc.

List each type of supply, material, or equipment you propose to purchase; detail the number and unit cost of each item; and explain how you arrived at your estimates. Remember to include vendor quotes and price lists as Supporting Documents and reference those documents in the Justification.

Contracts and Subawards

Phenomenal Design & Co.

PhD & Co. is an exhibition design firm. Known for creating unique, immersive experiences, the firm's resume includes notable institutions such as the Very Special Museum and the Big Art Museum. The Generic Museum issued an RFP and conducted an open and competitive bid to select a design firm for the new exhibition. The Generic Museum has elected to contract with PhD & Co. based on their exhibition design concept and estimated cost. **Please see PhD & Co. design estimate attached as a supporting document.**

Contractor Estimate

\$10,000	Concept Design: Identify big ideas, goals, learning outcomes, and audience. Develop a floor plan and flow study. Produce an illustration or rendering reflecting the overall concept, look, and feel of the space.
\$15,000	Schematic Design Phase: Execute a fully developed exhibit framework, elevation drawings and model views done to scale, a color and material study, graphic templates for signage and labels, and a production cost analysis.
\$35,000	Detail Design Phase: Execute floor plans in CAD for facility coordination, detailed design drawings for all fabricated exhibit structures and scenic treatments, operational narratives for all interactive experiences, a graphic floor plan locating all signage elements, & a facility plan with required infrastructure supports. Complete a final cost analysis.
Total	\$60,000

Contracts and Subawards: Please list by name, describe their role in the project and the activities for which they will be responsible, and explain the costs and how those were determined. In your Justification, make sure to reference quotes, estimates, or MOUs that you included in your submitted application's Supplemental Materials.

Student Support

Research Fellowship

The Generic Museum will hire a part-time graduate fellow for the first two years of the project to support exhibition research. The Generic Museum will provide a budget for necessary research materials and will support the fellow's attendance at a local museum conference to enhance their professional development in exhibition research and planning.

Project Year 1

Fellow Stipend	10hrs/week x \$20/hr x 50 weeks	\$10,000.00
Research Materials	Publications & subscriptions to support research	\$250.00
Total		\$10,250.00

Project Year 2

Fellow Stipend	10hrs/week x \$20/hr x 50 weeks	\$10,000.00
Research Materials	Publications & subscriptions to support research	\$250.00
Conference Attendance	Registration for local conference	\$500.00
Total		\$10,750.00

Make sure that all costs included in Student Support are allowable and explain your method of calculating these costs.

Other Costs

Focus Groups

The Generic Museum will form three small focus groups to help guide exhibition design and content development. Focus group members will meet quarterly to review exhibition plans and offer feedback and suggestions pertaining to their area of expertise. The first group will be scholars and experts in the field, the second a community group with lived experience in the subject matter, and the third a group attuned to the accessibility needs of those living with disabilities. The use of focus groups in this project will serve as a pilot program for possible refinement and use in the development of future exhibitions. Focus group members will be provided with an honorarium for their service.

Project Year 1

Scholarly Focus Group	3 members x 4 meetings x \$50/meeting	\$600.00
Community Focus Group	3 members x 4 meetings x \$50/meeting	\$600.00
Accessibility Focus Group	3 members x 4 meetings x \$50/meeting	\$600.00
	Total	\$1,800.00

Other Costs should be well-defined and supported.

Project Totals

Total Direct Costs	Project Year 1	Project Year 2	Project Year 3	Total
Grant Fund	\$65,000	\$67,750	\$81,750	\$214,500
Cost Share	\$61,750	\$86,900	\$66,150	\$214,800
	\$126,750	\$154,650	\$147,900	\$429,300
Modified Total Direct Costs (Minus Student Support Costs)				
Grant Fund	(\$10,250)	(\$10,750)	\$0	(\$21,000)
	\$116,500	\$143,900	\$147,900	\$408,300
Indirect (Modified Total Direct Costs x 15% de minimis)				
Grant Fund	\$0	\$8,587	\$22,185	\$41,272
Cost Share	\$17,475	\$12,998	\$0	\$39,060
	\$17,475	\$21,585	\$22,185	\$61,245
Project Totals (Total Direct Costs + Indirect Costs)				
Grant Fund	\$65,000	\$76,337	\$103,935	\$245,272
Cost Share	\$79,225	\$99,898	\$66,150	\$245,273
	\$144,225	\$176,235	\$170,085	\$490,545

Provide a summation of your Total Direct Costs, and if necessary, a summation and explanation of Modified Total Direct Costs.

Clearly show how you calculated Indirect Costs: Your Modified Total Direct Costs multiplied by your Indirect Cost Rate (either negotiated or de minimis). If you elected not to include Indirect Costs in your Budget, you should note that here.

Total your project costs and specify how much of that number is cost share and how much you are requesting from IMLS.

The infographic features a dark blue background with three white circular callouts. The first callout on the left shows a person icon and two checklists, with the word 'Compare' below. The second callout in the top center shows a building icon connected to three person icons, with the text 'Ask a Friend' below. The third callout on the top right shows a computer monitor with mathematical symbols, with the text 'Check the Math' below. In the center-right, the text 'Pro Tip!' is written in large white font, followed by 'The Budget & Budget Justification MUST Match' in a smaller white font. Three orange dashed lines curve from the bottom left towards the 'Pro Tip!' text.

Compare

Ask a Friend

Check the Math

Pro Tip!
The Budget & Budget Justification MUST Match

Now for the final Pro Tip: Your Budget Form MUST match your Budget Justification. You should do a side-by-side comparison before submitting. We highly recommend asking a colleague to double check your work as well. IMLS does check the math, and the numbers need to add up in order for IMLS to award your grant.

Budget Justification Summary

- Follow Budget Form Section Headings
- Provide Details for Budget Line-items
- Explain Project Activity Costs
- Expand on Costs Consolidated in Budget
- Reference Supplemental Documents
- Show Your Math
- Include Subtotals and Totals

In summary, be sure that your Budget Justification:

- Follows the section headings from the Budget Form
- Details each line-item from the Budget Form
- Briefly explains how each cost relates to your proposed project activities
- Expands upon any consolidated line-items in your Budget Form
- References any supplemental documents such as vendor or contractor estimates
- Clearly shows the math you used to arrive at the numbers in your Budget Form; and
- Includes a subtotal for each expense category/section heading.



Thank you!

Questions? Please email imls-museumgra



Office of Museum Services, Institute of Museum and Library Services (IMLS)

Thank you for watching the IMLS “Preparing a Budget Form and Budget Justification” instructional webinar. We hope that you have found this video helpful. Please remember that the Office of Museum Services staff are here and happy to help you. Please email your questions to imls-museumgrants@imls.gov

Credit

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