



Road Scholars Budget FAQs and Sample Budget Worksheet

1. What is an “honorarium” or “stipend”?

It is a payment given for professional services. The North Carolina Humanities Council awards the host organization \$350 for the Road Scholar event, however, the Council also handles all honorarium payments to the scholar. The host organization is required to cost share this funding.

2. What does “cost share” mean?

The North Carolina Humanities Council is federally-funded, so we are required to show that the host organization has invested as much, or more, into a program as we have. The Road Scholars program has a 1:1 cost share requirement.

3. What does “1:1 cost share” mean?

A “1:1 cost share” means that, at minimum, the host organization should fund the event at a level equal to the amount awarded by the Council. (For Road Scholars, the Council pays \$350 to the scholar, so the host organization’s target cost share is at least \$350 through any combination of in-kind and/or cash resources).

4. What does “in-kind” mean?

“In-Kind” means cost sharing in a form other than money. This can include, but is not limited to, the value of the space or venue provided, materials and equipment provided, and administrative or volunteer time spent planning the program.

5. What does “cash” mean?

“Cash” means cost sharing by paying for publicity, printing, refreshments, scholar travel, meal, or lodging costs. Cash contributions are the “out of pocket” expenses.

***Please note:** It is the host organization’s responsibility to confirm if there are additional costs with the scholar prior to applying for funding from the Council.*

6. If I am unsure about the value of my contributions, how can I determine the value?

In the budget section of the Final Report, there is a table to help you estimate the value of your contributions.

7. What if I have contributed something that is not specified on the table?

On the budget worksheet, there are blank lines for you to describe the expense and put the total dollar amount in the “in-kind” column or the “cash” column.

8. When can I begin working on my budget sheet?

The budget sheet is due with the final report, however, we recommend that you work on it throughout the process. It is recommended to keep track of hours and any expenditures for the program as the project director will need to put total amounts for each category into the budget worksheet. A [templet tracking sheet](#) has been created for your convenience.

9. Can I create my own budget worksheet?

You cannot create your own budget worksheet. The Road Scholars Budget Worksheet is the only form that the Council will accept for the Final Report. **Please note:** Make sure that you have saved your budget sheet to your computer and that you have not uploaded a blank sheet.

10. If I have questions about my budget sheet, can I reach out the Council?

Absolutely! The Programs Coordinator, Melissa Giblin, can be contacted at mgiblin@nchumanities.org or at (704) 687-1526 to assist with questions.

A sample budget worksheet has been provided below as a model.

Applicant Organization Name:

Instructions: Complete this budget worksheet to include all project expenses and to demonstrate the required 1-to-1 cost share of North Carolina Humanities Council funds. For this program you should meet or exceed a cost share of \$350.00 through either in-kind or cash contributions toward the program. Use the blank lines to write in any additional expense types listed in your budget.

Expense Item	North Carolina Humanities Council Funds	Host Site Cash Cost Share	Host Site In-Kind Cost Share	TOTAL
Value of Volunteer or Administrative Time			\$150.00	\$150.00
Value of Supplied and Equipment Provided				\$0.00
Scholar Honorarium	\$350.00	n/a	n/a	\$350.00
Scholar Travel, Meals, Lodging		\$20.00		\$20.00
Value of Facility Space (at fair market value)			\$100.00	\$100.00
Printing and Publicity		\$35.00		\$35.00
Refreshments		\$50.00		\$50.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL	\$350.00	\$105.00	\$250.00	\$705.00

Council funding (Honorarium/stipend)

Sample cash cost share

Sample in-kind cost share

The total cost share provided by this host organization is \$355 (\$105.00 cash + \$250.00 in-kind)