



Proposal Budget Template

Use this template to draft your LVEHC proposal budget. If any items need elaboration, please do so in the proposal narrative. If any of your proposed expenses do not fit into the categories, below, please include them in the "Other" category and explain the budget item in the proposal narrative.

*Please note that, in addition to overhead, indirect costs, and capital costs (construction, renovation, equipment), the LVEHC Mellon Grant **cannot fund** food and catering expenses, venue rentals, projects in social sciences or STEM fields, endowment management fees, one-off conferences, and undergraduate travel, tuition, or financial aid. Please direct any questions about the viability of budget items to LVEHC Coordinator Kate Pitts at pittsk@lafayette.edu.*

Applicant/Organization Name(s) _____
 Applicant(s) Email Address(es) _____
 Proposal Category/Categories _____
 Course/Event/Project Name _____

Category*	Item Description	Number Requested	Funding Requested
Development Stipend(s)			
Supplies and Materials			
Partnership/Collaboration Fees			
Consultant Labor Fees			
Other			
Total Funding Requested:			

Definitions and Examples

Development Stipends: Payment for individuals who develop/organize an event/course/project/collection. Amounts are \$750-\$1,500 per person, or a maximum of \$3,000 per proposal.

Supplies and Materials: Maximum of \$2,000 per proposal. These funds are subject to Mellon restrictions and must be itemized. Any changes must be approved by LVEHC Directors. Examples include: printing, art supplies, non-capital equipment.

Partnership/Collaboration Fees: Funds paid to an organization or individual collaborating on the event/course/project. Amounts vary according to the depth and duration of the collaboration/partnership. Examples include: engagement with museum staff, in-class speakers, artist collaborations.

Consultant Labor Fees: Funds used to pay individuals or organizations who provide a transactional service. Examples include: transcribers, digitizers, graphic designers, web designers, etc. Proposals that involve creating oral history collections should budget for transcription services at \$250/1.5-hour interview.

Other: Any expenses or fees that do not fall into the above categories. Please explain these funding requests in the proposal narratives and ensure they comply with Mellon funding guidelines (see header).