

## Georgia Humanities Budget and Cost-Share Policies

### Budget Requirements

All Georgia Humanities grant awards are project-based and require a clear, itemized budget. For programs that require cost share, applicants must provide a minimum 1:1 match using a combination of cash and/or in-kind contributions unless otherwise specified in the program guidelines.

Budgets and matching contributions must be reasonable, necessary, and directly related to the approved project activities.

### ALLOWABLE PROJECT COSTS

Allowable costs are expenses that are necessary to carry out the approved project and are incurred during the approved period of performance. Examples include:

- Honoraria or stipends for humanities scholars and speakers
- Project-related staff time
- Venue or equipment rental
- Marketing and outreach expenses
- Supplies directly tied to project activities
- Travel essential to project delivery

All costs must be clearly described and justified in the project budget.

### UNALLOWABLE PROJECT COSTS

Georgia Humanities grant funds and matching funds may not be used for:

- General operating support
- Capital construction or permanent improvements
- Fundraising activities
- Food, entertainment, or alcohol
- Political advocacy or lobbying
- Expenses unrelated to the approved project
- Costs incurred outside the approved project period

## Cost Share (Match) Requirement

Cost share demonstrates the applicant's financial and institutional commitment to the project. When required, the match must equal or exceed the amount of grant funds awarded.

Matching contributions must be:

- Directly related to the project
- Incurred during the approved period of performance
- Documented and verifiable

### CASH MATCH

Cash match refers to actual expenditures paid by the grantee or third parties. Examples include:

- Salaries or wages for staff working on the project
- Honoraria or consultant fees
- Facility rental fees
- Printing or marketing costs

Cash match should be supported by standard financial records such as invoices, receipts, or payroll documentation.

### IN-KIND MATCH

In-kind match consists of non-cash contributions that support the project. Examples include:

- Donated meeting or performance space
- Volunteer time directly related to project delivery
- Donated professional services
- Donated materials or equipment

In-kind contributions must be valued at fair market value and supported by documentation such as donation letters, time logs, or written confirmation of services.

### VALUATION OF IN-KIND CONTRIBUTIONS

In-kind contributions must be valued using reasonable and defensible methods:

- Volunteer time should be valued at a rate consistent with similar work in the community
- Donated facilities should be valued at the standard rental rate
- Donated services should reflect customary professional fees

Applicants and grantees should retain records that explain how values were determined.

## **DOCUMENTATION AND RECORDKEEPING**

Grantees are responsible for maintaining documentation that supports both grant expenditures and matching contributions. Records should include:

- Receipts and invoices
- Payroll records or time sheets
- Signed volunteer logs
- Letters confirming donated goods or services

Georgia Humanities may request documentation during the grant period or as part of final reporting.

## **TIMING OF COSTS**

Only costs incurred during the approved period of performance may be counted toward the project budget or cost share. Expenses incurred before the project start date or after the project end date are not allowable.

## **PAYMENT AND RECONCILIATION**

Georgia Humanities may issue grant payments in advance, in part, or upon completion of the project, depending on the grant program and award terms. Final payment is contingent upon submission and approval of all required reports and verification that cost-share requirements have been met.

## **COST-SHARE SHORTFALLS AND REPAYMENT**

If a grantee does not meet the required cost-share amount or cannot adequately document matching contributions, Georgia Humanities may require repayment of grant funds in proportion to the unmet match.

Grantees are encouraged to contact Georgia Humanities as early as possible if they anticipate difficulty meeting match requirements.

## **ALIGNMENT WITH FEDERAL STANDARDS**

Georgia Humanities' budget and cost-share policies are aligned with federal grant management standards, including the National Endowment for the Humanities Federal Matching Funds Guidelines. These standards emphasize reasonable costs, proper valuation of in-kind contributions, and adequate documentation.

## **Questions and Assistance**

Applicants and grantees with questions about budget preparation or cost share are encouraged to contact Georgia Humanities' Grant Coordinator, Amy Banish, at [abanish@georgiahumanities.org](mailto:abanish@georgiahumanities.org) prior to submitting an application or report.