

Fellowship Programs at Independent Research Institutions

Sample Financial Report of Existing Fellowship Program

I. OUTLAYS

Fiscal Year 2013-14

Direct payments to fellows

Stipend for twelve-month NEH fellow (1 @ \$50,400)	\$50,400
Stipend for four-month NEH fellow (1 @ \$16,800)	\$16,800
Stipends for Mellon fellows (2 @ \$50,000)	\$100,000
Stipends for predoctoral fellows (3 @ \$20,000)	\$60,000
Travel allowances (7 @ 1,000)	\$7,000
Subtotal	\$234,200

Publicity

Printing	\$1,400
Postage and mailing supplies	\$600
Web design/Internet posting	\$1,000
Subtotal	\$3,000

Selection

Travel of committee members (5)	\$3,750
Lodging and per diem	\$2,000
Honoraria	\$1,250
Copying costs	\$300
Subtotal	\$7,300

Other services

Housing for fellows	\$200,000
Reading room/computer services	\$6,700
Food costs for working luncheons/seminars	\$4,500
Fees to use offsite libraries	\$800
Subtotal	\$212,000
Total Outlays	\$456,500

II. FUNDING

NEH outright funds	\$188,600
NEH matching funds	\$18,000
Restricted endowed funds	\$95,000
Allocation from operating costs	\$85,000
Annual grants and gifts	\$69,900
Total Program Funding	\$456,500



Fellowship Programs at Independent Research Institutions

SAMPLE Three-Year Budget Request from NEH for Stipends and Selection Costs

NAME OF INSTITUTION

"Totals" column will fill in automatically.

Enter dollar amounts for each year.

I. OUTLAYS

Payments to Grantees	2017	2018	2019	Totals
Fellowship stipends from NEH outright funds	\$50,400	\$50,400	\$50,400	\$151,200
One fellowship at 12 months and one at 4 months per year	16	16	16	48
Third-party gifts and NEH matching funds	\$16,800	\$16,800	\$16,800	\$50,400
Additional stipend funding from non-NEH sources	\$5,000	\$5,000	\$5,000	\$15,000
Subtotal	\$72,200	\$72,200	\$72,200	\$216,600

Edit fellowship tenures as needed.

If there are no matching or additional stipend funds, enter \$0

Selection

Travel (5 x \$750)	\$3,750	\$3,750	\$3,750	\$11,250
Lodging and per diem (5 x \$400)	\$2,000	\$2,000	\$2,000	\$6,000
Honoraria (5 x \$250)	\$1,250	\$1,250	\$1,250	\$3,750
Subtotal	\$7,000	\$7,000	\$7,000	\$21,000

Additional Selection categories are not allowed.

Total Outlays	\$79,200	\$79,200	\$79,200	\$237,600
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"Total Outlays" and "Total Funding" will fill in automatically. These two rows should match.

II. FUNDING

Requested NEH Funds

Outright funds	\$57,400	\$57,400	\$57,400	\$172,200
Matching funds	\$8,400	\$8,400	\$8,400	\$25,200
Total NEH Funding	\$65,800	\$65,800	\$65,800	\$197,400

If there are no matching or additional stipend funds, enter \$0

Non-NEH Funds

Funds from third parties to meet NEH match	\$8,400	\$8,400	\$8,400	\$25,200
Additional stipend funding from non-NEH sources	\$5,000	\$5,000	\$5,000	\$15,000
Total Non-NEH Funds	\$13,400	\$13,400	\$13,400	\$40,200

Total Funding	\$79,200	\$79,200	\$79,200	\$237,600
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