

**Maryland Humanities Council Speakers Bureau
Cost-Share Report**

Date of Program _____

Speaker's Name _____

Sponsoring Organization _____

In the spaces below estimate the value of the time and resources your organization used to sponsor this program. Cost share can either be actual cash expenditures or the estimated value of goods or services.

Salaries/ Volunteer Time	Time spent by the program coordinator and other volunteers to plan and carry out the program. For the purpose of this report volunteer services may be valued at rates consistent with those ordinarily paid for similar work within the organization. If a person paid by your organization spent time on this program, a percentage of his/her salary, along with any fringe benefits normally associated with that portion of the salary, may be counted toward your cost-sharing.	\$ _____
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Travel	The coordinator's or other volunteers' mileage costs associated with the program - not the speaker's - (number of miles x \$.36).	\$ _____
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Telephone/ Supplies	Costs of telephone calls, office supplies, and photocopying.	\$ _____
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Facility and Equipment Rental	Actual rental cost or estimated value of meeting space or equipment.	\$ _____
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Publicity Costs	Printing, mailing, and/or advertising costs paid by your organization.	\$ _____
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Miscellaneous	Describe any other costs incurred by sponsoring this program (do not include food, refreshments, alcohol, or entertainment).	\$ _____
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Total Cost-sharing \$ _____

Program Coordinator's Signature _____

Return to:
Maryland Humanities Council
108 W. Centre Street
Baltimore, MD 21201-4565

