

Final Expenditures Narrative Sample

As part of your final report, you are required to give a full narrative explanation of how the grant funds were spent and cost sharing was provided. List each item as it appears on the Final Expenditures Report form, including the names of all persons or businesses paid from grant funds and those who provided donated services. All expenses in both columns must reflect costs incurred during the grant period only. Please add information necessary to explain the nature of services performed. You need not provide receipts to the AHF, but **all records must be retained for at least three years after close of the grant in case of audit.**

1. Administration	AHF	Sponsor
a. Project Director		
Kevin Houston (100 hours x \$15.00)		\$1,500.00
b. Secretary		
Maryanne Glover (40 hours x \$5.00)		\$200.00
c. Other -- Publicity Worker		
Clark Vess, student (12 hours x \$4.25)		\$51.00
d. Benefits		
(26% of salaries, Houston and Glover)		
(.26 x \$1,700.00)		\$442.00
2. Honoraria		
Lewis Harfield (speaker)	\$200.00	
Sheila Reisman (speaker)	\$200.00	
Nelda Stillman (humanities advisor)		\$200.00
Harold Frost (advisory committee)		\$75.00
Sean Johnson (advisory committee)		\$75.00
Stan Grambling (advisory committee)		\$75.00
3. Travel		
a. Transportation		
Round trip airfare for Harfield, from Durham, N.C. to Montgomery	\$205.50	
Mileage for Reisman, Birmingham to Montgomery round trip (198 miles x \$.445)		\$88.10
b. Per Diem		
Harfield (2 days @ \$75.00 per day)	\$150	
Reisman (lunch \$7 + dinner \$15)		\$22.00
4. Supplies		
a. Consumable		
(Papers, pens, envelopes, typewriter, ribbons, etc.)		\$40.00

5. Facilities and Equipment

a. Meeting Space

(Use of community center, 1/2 day) \$250.00

b. Telephone (long distance) \$10.00

c. Child Care \$50.00

6. Services

a. Printing and Duplication

Promotional flyers (2,500 @ \$.28) \$700.00

Xeroxing Sheets for handouts (500 @ \$.05) \$25.00

b. Postage (Call your postmaster to get a quote on bulk mailing) This is only an example.

Mailing of flyers
(2,750 flyers @ \$.12 for bulk mailing) \$330.00

First Class Mailing --
Letters to participants, civic leaders, etc.
(50 pieces @ \$.41) \$20.50

c. Advertising

Article in the Eastern Daily
(3 column inches @ \$30.00 per inch) \$90.00

Article in the Eastern Daily
(3 column inches @ \$30.00 per inch) \$90.00

Radio announcements -- 30 second spots
WRZP (3 spots @ \$30.00 each) \$90.00
WTYB (3 spots @ \$45.00 each) \$135.00
WLLB (2 spots @ \$30.00 each) \$60.00

SUBTOTAL \$1,845.50 \$3,528.61

7. Indirect Costs

15% of total project costs
.15 x (1,845.50 + 3,528.61 = \$5,374.11) \$806.00

TOTALS \$1,845.50 \$4,334.61

Final Expenditure Report (sample)

Grant # _____

Period: _____

The “Budgeted” columns on your Final Expenditures Report were compiled from information provided in your application. The total Cost Share (Column B) must match or exceed the total request for AHF Outright (Column A). Remember that each dollar requested under AHF Match (Column C) must be matched by two dollars cash in Third-Party Gifts (Column D). If no AHF Match is requested, Columns C & D should not be used. Media Grant applications use only Columns C & D. If you have questions on any item, please call 205-558-3993. Under Cost Share, keep careful accounts of all in-kind items, especially all contributed time. Cost-sharing amounts that exceed those budgeted are greatly welcomed. The Grants Director must authorize any changes in the approved budget, in advance. Please use the grant adjustment request form attached.

<i>Budget Categories</i>		<i>A</i> <i>AHF</i> <i>Outright</i>	<i>B</i> <i>Cost</i> <i>Share</i>	<i>C</i> <i>AHF</i> <i>Match</i>	<i>D</i> <i>Third</i> <i>Party</i>
<i>Administration</i>	<i>Project Director</i>				
	<i>Secretary</i>				
	<i>Other</i>				
	<i>Benefits</i>				
<i>Honoraria</i>					
<i>Travel</i>	<i>Transportation</i>				
	<i>Per Diem (.445)</i>				
<i>Supplies</i>	<i>Consumable</i>				
	<i>Nonconsumable</i>				
<i>Facilities/Equipment</i>	<i>Office space</i>				
	<i>Meeting space</i>				
	<i>Office equipment</i>				
	<i>Telephone</i>				
	<i>Child Care</i>				
	<i>Other</i>				
<i>Promotion</i>	<i>Printing</i>				
	<i>Postage</i>				

	<i>Advertising</i>				
	<i>Other</i>				
<i>Miscellaneous</i>	A.				
	B.				
	<i>Subtotal</i>				
<i>Indirect Costs</i>					
	TOTALS				