

State Humanities Council Project Expenses

A template for planning your state council's budget for your Museum on Main Street tour follows. The budget template should be used as a planning device. Each participating state council is free to craft its own project budget based on its unique programmatic ambitions, geographical constraints, or other considerations. Experience shows that councils that invest both financial and staff support in their MoMS projects reap the greatest return.

On average, state council project budgets for MoMS range between \$35,000 and \$45,000. This figure varies widely depending on a council's size, state size, shipping expenses, workshop expenses, supporting grants, scholarly involvement, statewide PR initiatives and staff travel.

Most state councils set aside a dedicated grants pool or line item for MoMS host communities. Since a project ambition is to introduce rural host organizations to the council's application procedures and program offerings, most councils ask host organizations to complete an abbreviated grant application to receive these funds. On average, local support grants range between \$1,500 and \$3,000, though some councils have made supporting grants as high as \$10,000 per community.

MUSEUM on Main Street

Estimated Project Expenses

For planning purposes only. Below is a listing of the typical expenses incurred by state humanities councils in hosting a Museum on Main Street exhibition, *not including* staff time. Actual expenses vary greatly depending on the cost-share and contributions from partner organizations, the geographic size of the state (impacting in-state shipping and travel expenses), the marketing strategy used to promote the tour, and the extent to which a council supplements the tour with additional programming.

Year One: Planning

Participation fee deposit	\$3,000
<i>(The total booking fee for a MoMS exhibition is \$10,500 (Water/Ways and Crossroads) or \$9,000 (Hometown Teams). A \$3,000 deposit is paid when the booking is contracted with SITES and the balance is due when the exhibition arrives in the state.)</i>	
Scholar honorarium	\$1,000-\$2,000
In-State travel for site visits	\$2,500
<i>Estimated Total Year One</i>	<i>\$6,500-\$7,500</i>

Year Two: Planning

Program Planning Meeting	\$1,000-\$3,500
<i>(Transportation for participants, meals and lodging if necessary)</i>	
Mini Grant Support to Host Sites	
6 x \$2,000	\$12,000
In-State travel for site visits	\$2,500
<i>Estimated Total for Year Two</i>	<i>\$14,500-\$18,000</i>

Year Three: Touring

Participation Fee Balance	\$6,000-\$7,500
<i>(Balance can be reduced up to \$4,000 with capacity building training credits)</i>	
Installation Meeting	\$1,000-\$3,500
<i>(Transportation for participants, meals and lodging if necessary)</i>	
In-State Shipping	\$2,000-\$4,000
In-State travel for site visits	\$2,500
Marketing/PR	\$3,000-\$5,000
<i>Estimated Total for Year Three</i>	<i>\$14,500-\$21,000</i>
<i>Estimated Total Project Cost</i>	<i>\$36,500-\$46,500</i>

Museum on Main Street contributes the exhibition, PR/marketing materials (printed posters and postcards for 6 host sites plus the council), lodging and food for state coordinator to attend the national planning meeting, expenses for participation of SITES staff in program and installation workshops, training materials for state coordinator and local hosts, and shipping of the exhibition to/from Washington, DC—*estimated total contribution of \$100,000 per state.*