# Absent Narratives Implementation Fund

Budget Process

*Your Absent Narratives Implementation Fund project must be approved by MHC staff before any work may commence, or any budget money may be awarded. The Minnesota Humanities Center will not pay direct costs or reimburse for expenses on project activities which have not received approval.*

1. Designate a staff person who will serve as the primary Minnesota Humanities Center (MHC) contact for the project budget. Please include an email address and phone number for this person.

Name: Click here to enter text.

Email address: Click here to enter text.

Phone or cell: Click here to enter text.

*2.* Submit a preliminary outline of your project budget expenses and indicate whether expenses should be arranged as direct costs to the Minnesota Humanities Center or reimbursements on page 2. Your project budget should not exceed $1,000.

Please describe the costs associated with the project activities. Examples of expenses the Minnesota Humanities Center can support include:

* Books, materials, and supplies
* Speaker/presenter fees
* Honorariums for curriculum writing
* Transportation costs
* Food for project participants (families and/or students)

If you have questions about acceptable expenses, please contact Laura Benson at laura@mnhum.org and copy Sung Ja Shin at sungja@mnhum.org.

**Reimbursement or Direct Payment**

MHC will reimburse you for the expenses you incur (with itemized receipts or other acceptable documentation). MHC is able to pay vendors or individuals directly if they supply a W-9 and invoice. If you have questions about how to list your expenses in your budget, please contact Sung Ja Shin.

Please note: Reimbursement takes up to 30 days. Missing information such as receipts and W-9s will cause delays in payment.

3. An updated budget worksheet will be emailed to the primary budget contact each time an expense is incurred either by reimbursement or direct billing.

Please contact Program Officer, Sung Ja Shin at sungja@mnhum.org or 651-772-4255 with any questions.

Project Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Expense Description | Reimburse or Direct? | Amount |
| 1 |  |  | $ |
| 2 |  |  | $ |
| 3 |  |  | $ |
| 4 |  |  | $ |
| 5 |  |  | $ |
| 6 |  |  | $ |
| 7 |  |  | $ |
| 8 |  |  | $ |
| 9 |  |  | $ |
| 10 |  |  | $ |
| TOTAL |  |  | $ |