INQUIRING MIND COST-SHARING REPORT

Program Title: _____ Date of Program: _____

Speaker's Name: _____

Program Coordinator: _____

Sponsoring Organization: _____

Estimate the total number in the audience: _____

In the spaces below estimate a dollar value for the time and resources your organization has used to sponsor this program, even if all costs and time spent were donated. You are responsible for keeping documentation of these costs.

Please note that you may not count the cost of refreshments, liquor, or radio or television air time as cost-sharing.

A. SALARIES/ VOLUNTEER TIME	Time spent by program coordinator or other members of the sponsoring organization in planning, filing the application, carrying out and evaluating the program. Estimate an hourly wage then multiply it by the number of hours. ($15 per hour is an acceptable value for volunteer time.) 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.	$_____
B. TRAVEL	Mileage costs in association with preparation of the program calculated at 48¢ per mile.	$_____
C. TELEPHONE/ SUPPLIES	Costs of telephone, expendable office supplies, and photocopying.	$_____
D. FACILITY AND EQUIPMENT RENTAL	The cost of renting meeting space or equipment (or the value of the facility or equipment you used if it had been rented).	$_____
E. PUBLICITY COSTS	Printing, mailing costs, or advertising costs absorbed by your organization. The value of donated newspaper space may also be counted.	$_____
F. MISCELLANEOUS	Describe any other costs incurred by sponsoring this program.	$_____
	Total Cost-Sharing	$_____