

# **Museum on Main Street**

## **OVERVIEW**

### **Budget & Finances**

#### **State Humanities Council Project Expenses**

In this section you will find a template for planning your state council's budget for your Museum on Main Street tour. The budget template should be used merely as a planning device; each participating state council is free to craft its own project budget based on their unique programmatic ambitions, geographical constraints, etc. Experience shows, however, 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 council 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. Because one 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 for their funds. On average, local support grants range between \$1,500 and \$3,000, though some councils have made supporting grants as high as \$7,500 per community.

#### **MoMS Participation Fee Paid to the Federation of State Humanities Councils**

Members of the Federation of State Humanities Councils who host a Museum on Main Street tour pay a \$9,000 participation fee, payable in three annual installments of \$3,000 each. The non-member fee is \$11,250 payable in three annual installments of \$3,750 each. These funds are used to cover project administration costs. The Federation will send each participating council an invoice at the beginning of the calendar year for each year of participation. Questions regarding the MoMS project fee should be directed to LuAnn Kern, Co-Director/States at 517-242-8005 or John Matthews, Federation of State Humanities Councils 703-908-9700 ext 12.

#### **Community Assistance Subsidy & Services Allowance (CASSA)**

Included with the Congressional support for the Museum on Main Street project is a Community Assistance Subsidy and Services Allowance (CASSA) to support legacy building activities at the local level in the form of capacity building training for local hosts. These funds are administered by the Federation of State Humanities Councils through a contract with SITES and are provided to each participating council in the second and third years of each tour and have amounted to around \$3,000 per state per year, although the amount is determined by availability of funds. MoMS reimburses state councils for approved CASSA expenditures, up to the amount allocated, which is determined each year, based on availability of funds. Information regarding the appropriate use and administration of these funds is provided in the CASSA document in this section.