



Summary of Expenditures

Grant # _____

Period covered by report: From _____ to _____

Budget items	NHC expenditures	Cash match	In-kind match
1. Personnel			
Project director			
Administrative staff			
Fiscal agent			
Publicity director			
Humanities scholars			
Others (specify)			
2. Travel & per diem			
Project director & staff			
Humanities scholars			
3. Communications			
Telephone			
Printing			
Postage			
Other (specify)			
4. Supplies			
Office			
Equipment/space rental			
5. Other costs (specify)			
Grand total	\$	\$	\$

Total funds received to date from NHC \$ _____

We certify that the above information is true and correct, and that all expenditures were solely for the purposes of the above-numbered grant during the grant period and in accordance with the agreed conditions of the award.

SIGNED:		
	Project Director	Date
	Fiscal Agent	Date

* See back of this form for instructions

Instructions for filling out the expenditure summary

- This form is to be used to record and report all expenditures made from the NHC grant funds and matching funds.
- The column headed “NHC expenditures” is to record NHC grant funds spent during the grant period.
- The columns headed “Cash match” and “In-kind match” will show all in-kind and cash match accumulated during the grant period which have been documented by financial records or signed certificates of contribution.
- Signatures on this form should be the same as those on the grant contract unless a change in personnel has been approved in writing by NHC.

