

## Intergenerational Oral History Project Budget

<b>Salaries</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Project Coordinator	15 days (105 hours) @£17p/h	1	1,785.00	1,785.00
<b>Subtotal Salaries</b>				<b>£1,785.00</b>
<b>Equipment</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Audio Recorders	Zoom H1n/UK Handy Recorder (museum already has 2)	4	95.04	380.16
Memory Cards	64GB SanDisk Ultra MicroSDXC	4	9.69	38.76
Recorder Cases	Hard EVA Zoom H1n Travel Case	4	12.99	51.96
Batteries	AAA Batteries, 24 pack	1	15.55	15.55
External Hard Drive	WD 2TB Elements Portable External Hard Drive	2	57.90	115.80
Memory Sticks	64GB Memory Stick, 4 pack	2	19.99	39.98
Shipping				20.00
<b>Subtotal Equipment (rounded up)</b>				<b>£665.00</b>
<b>Training</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Staff Training	Oral history 8-hour training course via Zoom run by Oral History Society for Project Coordinator	1	130.00	130.00
Materials	Stationery for training sessions (x6) with project participants and volunteers	1	30.00	30.00
Refreshments	Refreshments for training sessions (x6) with project participants and volunteers	6	5.00	30.00
<b>Subtotal Training</b>				<b>£190.00</b>
<b>Delivery</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Materials	Stationery for delivery workshops and evaluation sessions (x25)	1	30.00	30.00
Refreshments	Refreshments for delivery workshops and evaluation sessions (x30)	30	5.00	150.00
<b>Subtotal Delivery</b>				<b>£180.00</b>
<b>Travel</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Staff and Volunteer Travel	Maximum 115 journeys to/from participant settings. Assumed an average of 15 miles per journey at 0.45 p/m	115	6.75	776.25
Travel Bursary	Fund to support participating groups' travel to museum and/or paired groups' settings	1	350.00	350.00

<b>Subtotal Travel (rounded up)</b>				<b>£1,130</b>
<b>Transcription*</b>				
<b>Description</b>	<b>Qty</b>	<b>Cost</b>	<b>Subtotal</b>	
Professional Transcription Services	10	90.00	900.00	
Professional transcription to supplement volunteer transcription. Transcription of 10 x 60-minute oral history interviews at 1.50 per minute.				
<b>Subtotal Transcription</b>				<b>£900.00</b>
<b>Celebration Event</b>				
<b>Description</b>	<b>Qty</b>	<b>Cost</b>	<b>Subtotal</b>	
Materials	1	50.00	50.00	
Refreshments	1	100.00	100.00	
Decorations, stationery etc.				
Refreshments for 50-75 event attendees				
<b>Subtotal Celebration Event</b>				<b>£150.00</b>
<b>PROJECT TOTAL</b>				<b>£5,000.00</b>

\* Should professional transcription not be required (i.e. volunteers are able to complete transcription of all interviews), the transcription budget will be reallocated to funding additional hours for the Project Coordinator for the final 4 months of Year 1. This would allow the Project Coordinator to lead on the audio editing and creation of an access point for the oral history interviews on the museum's digital platforms rather than the museum's Community Curator.