

## Green Partners Budget Form

Year 1

Community Really Matters

2024-2025

**Directions:** If you are requesting a two-year grant, submit two budgets spreadsheets - one for year 1 and one for year 2. Complete this form in detail. Add or change categories and add rows as necessary. This form has formulas; double check to be sure totals are accurate. For a list of eligible expenses, see the Green Partners grant program guidelines published with the most current solicitation.

Expense	Description	Hourly Rate/ Cost per Item	Number Hours or Items	Funds Requested
<b>(A) Staff and Personnel</b> - Applicants must follow applicable U.S. labor laws. Contact an attorney for advice. (add rows below as needed)				
Project manager - Maggie	Coordinate all project activities, complete required reports and attend grant meetings	\$30.00	150	\$4,500.00
Project staff - Richard, Rosita	Develop/ lead project activities and workshops	\$25.00	200	\$5,000.00
Project assistant - Carol	Project assistance	\$20.00	60	\$1,200.00
Administrative staff - Daryl	budget reporting	\$20.00	20	\$400.00
Community recycling ambassadors	15 ambassadors for attending workshops	\$200.00	15	\$3,000.00
Outcomes reporting stipend	for ambassadors who report outcomes data	\$100.00	15	\$1,500.00
				\$0.00
<b>SUBTOTAL =</b>				<b>\$15,600.00</b>
<b>(B) Reimbursable Expenses</b>				
<b>1. Project supplies and incentives</b> -- List all of the supplies you are seeking to purchase with this grant. (add rows below as needed)				
Reusable water bottles	Reusable drink containers for ambassadors and their workshop participants	\$10.00	150	\$1,500.00
Waste reduction education supplies	Reusable items like on-the-go silverware, straws, etc.	\$20.00	100	\$2,000.00
Low-waste event supplies	Reusable water container and other reusable and compostable supplies	\$300.00	1	\$300.00
				\$0.00
<b>2. Food and events</b> -- Food and venues for events, meetings, and activities. Indicate how many people are expected to attend and estimated cost per event.				
Food for training workshops	food for ambassador training workshops, meetings, and gatherings	\$100.00	6	\$600.00
Food for community workshops	food for ambassador's community workshops (\$75 allocated to each ambassador )	\$75.00	15	\$1,125.00
Food for final celebration	food for final celebration	\$15.00	100	\$1,500.00
Waste prevention incentives identified by ambassadors	Waste prevention incentives identified by ambassadors as needed/prizes for participants	\$50.00	20	\$1,000.00
<b>3. Marketing and communications</b> -- printing, advertising, on-line communications				
Printing	flyers and postcards to promote events	\$0.20	800	\$160.00
Postage	postage for postcard mailing postcards	\$0.25	500	\$125.00

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community paper advertising	Promotions for workshops and events	\$25.00	6	\$150.00
<b>5. Other expenses</b>				
Field trip transportation	Bus rental for 1/2 day field trip	\$200.00	1	\$200.00
				\$0.00
			<b>SUBTOTAL =</b>	<b>\$8,660.00</b>
			<b>TOTAL =</b>	<b>\$24,260.00</b>