

Green Partners Budget Form

Year 1

Youth Forward

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
(A) Staff and Personnel - 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	100	\$3,000.00
Project staff - Richard, Rosita	Develop and lead project activities and workshops, communications	\$25.00	150	\$3,750.00
Project assistant - Sasha	Pollinator education and project assistance	\$20.00	100	\$2,000.00
Administrative staff - Daryl	budget reporting, field trip coordinator	\$20.00	20	\$400.00
Youth	youth stipends	\$100.00	30	\$3,000.00
			SUBTOTAL =	\$12,150.00
(B) Reimbursable Expenses				
1. Project supplies and incentives -- List all of the supplies you are seeking to purchase with this grant. (add rows below as needed)				
Field trip funds	Canoe rental, entrance fees	\$200.00	30	\$6,000.00
Pollinator plants	Pollinator plants for youth to take home	\$4.00	100	\$400.00
Low-waste event supplies	Reusable water container and other reusable and compostable supplies	\$1.00	250	\$250.00
Reusable water bottles	for youth as incentives	\$20.00	30	\$600.00
2. Food and events -- 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 weekly youth workshops and field trips	\$150.00	30	\$4,500.00
				\$0.00
3. Marketing and communications -- printing, advertising, on-line communications				
Printing	flyers to advertise the youth program and the low-waste event	\$0.25	50	\$12.50
community paper advertising	promotions to recruit youth and advertise the low-waste community event	\$25.00	3	\$75.00
				\$0.00
5. Other expenses				
Mileage	transportation to field trip sites	\$0.58	200	\$116.00
				\$0.00
			SUBTOTAL =	\$11,953.50
			TOTAL =	\$24,103.50