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mwmo.org

MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION

Stewardship Fund Program

Budget Form – Directions for Planning & Action Grant Applications

Use the MWMO Stewardship Fund Budget Form to detail anticipated project expenses and how MWMO grant funds would be used for specific line items. Replace “Fill in this line” with project specific information. Formulas are already in place. After all entries have been made, the totals and the percentage of match will be automatically calculated.

- All projects are different; only fill in the rows needed for your project.
- The “OK” and “ERROR” notations are intended to help confirm that lines are adding up correctly. Per line, if the MWMO Grant Request and matching fund columns add up to equal the total project expenses in column E, the notation should be “OK.” If not, please double-check your distribution between MWMO Grant Request and the matching funds columns to make sure they are equal to the project expense.
- Total Project Expense = MWMO Grant Request + Matching Funds

Match

A 25 percent match is required for Planning and Action Grants. The match may be other grant funding, cash, or in-kind donations, such as volunteer labor or donated materials. Previously expended funds are not eligible as a match. Potential sources of match include grants (e.g. through Hennepin County, Anoka Conservation District, Minnesota Department of Natural Resources, or the Minnesota Pollution Control Agency), organizational funds, or donations. Please contact the MWMO staff directly if you have questions about matching requirements before submitting your application.

Please note that individuals, homeowner and condominium associations, private businesses or any other organization that must partner with an eligible organization to apply for a Planning or Action Grant are required to provide a 25 percent cash match. Any additional in-kind contributions may be noted in the application but will not be counted toward the 25 percent cash match requirement.

Project Expenses

Professional Services:

Professional services include time you expect people to spend on your project. This could be paid time by staff, instructors, consultants, design consultants, graphic designers, contractors, or volunteers. Please keep in mind that eligible applicants may not serve a dual role as project manager and project consultant. Please use a separate line on the budget form for each of the professional services staff members helping to complete your project and the amount of funding you are requesting for each person.

- Rate per hour and total hours for staff time
- Rate per hour and total hours for volunteer
- Rate per hour and total hours for design consultant
- Rate per hour and total hours for construction contractor

To calculate staff overhead costs, multiply staff rate/hour by 1.2 and record the dollar amount in the budget form.

To estimate the value of volunteer time, use the current [Independent Sector's nationally recognized hourly rate](#).

Reimbursable Expenses:

Reimbursable expenses are costs for the project with specified quantities and unit costs.

- Contractor fees: excavation and installation
- Construction materials: soil, compost, and plants
- Educational materials: flyers, handouts, and copies (must be project-related)
- Disposable supplies: paper, compostable bags, and compostable utensils
- Food: refreshments for project-related events, community forums, educational workshops, or trainings
- Facility rental: hourly rental space for project-related meetings or events. May not include organization's rent.

If the grant is awarded, grantees must keep to specific line items in the budget when requesting reimbursement. Changes would require a contract amendment. It is therefore helpful to lump costs by categories where reasonable. Detailed costs (e.g. for individual plant species), if available, can be included as an attachment to the application.

Expenses that are NOT ELIGIBLE:

- Costs incurred before a funding agreement is signed

- Any costs not directly related to the funded project
- Costs associated with activities that are a normal part of the organization's activities (for example, production of an organization's regular newsletter)
- General overhead or administrative fees not specific to the project
- Features that are considered aesthetic only
- Project elements needed to meet regulatory requirements, such as sanitary sewer line disconnects. MWMO funding can only be used toward practices that exceed regulatory requirements.

Final Budget Approval Process

If the grant is awarded, the final budget line items can be adjusted based on factors that may have changed since submittal. For example, bids/quotes may have been received, allowing for a more precise construction cost estimate. The final budget will be included as an attachment to the contract with the MWMO. Any budgetary changes that occur during the grant period must be requested and receive prior approval by the MWMO.

If you have any questions, please reach out to the grant contact listed on our website.