

Grant Writing Training

Budget Justification - Feasibility April 14, 2020

Karl Christians
DNRC CDB



The Steps of Developing a Budget

1. Project Idea... start with an idea of what you'd like to do:
2. Purpose and Need
3. Project Management Plan.. Goals
4. Scope of Work
- 5. Budget Justification and Financial Feasibility.**

Other Things to consider, depending on the grant

Match, Ineligible Costs, estimates, audits



Not all grant budgets are laid out the same..

Task name and description	AIS Grant Funds	Match Funds	Total
Task 1:	\$	\$	\$
Task 2:	\$	\$	\$
Task 3: etc.	\$	\$	\$
Total	\$	\$	\$

Mini Grant:

BUDGET

Item	Mini Grant	Other Cash	Other Cash	In-Kind	Total Project Cost
Totals					

223 Grant:

223 Grant Budget

Provide a detailed budget indicating how grant funds will be used. Irrigation projects require a 50:50 cash match. Any project request exceeding \$20,000 must have a 50:50 cash match. Education grants cannot exceed \$10,000. Transfer all information in column one and two to the total budget table on page 6.

Item/Task Description	HB 223Funds	Explanation
Salaries (number of hours; hourly rate + benefits; type of work)		
Contracted services (identify services to be contracted)		
Per diem & travel expenses		
Communications & printing costs		
Materials & supplies (identify)		

223 Grant:

Total Project Budget

Provide a detailed budget for the entire project including funding and in-kind contributions. In column one list the partner and describe the task; in columns two through four only dollar amounts will be accepted.

Item/Task Description	223	Partner \$	Partner \$	Partner \$	In-Kind \$	Total
Salaries (number of hours; hourly rates + benefits; type of work)						0
Contracted services (identify services and professional/labor costs)						0
Per diem (\$23/day) & travel (.58/mile) expenses						0
Communications & printing costs						0
Materials & supplies (identify)						

RRGL:

Budget Forms for Renewable Resource Projects

Project Administration Tasks

Date _____

Category	DNRC Grant	DNRC Loan	Project Sponsor	Other <u> </u> <i>(Specify)</i>	Other <u> </u> <i>(Specify)</i>	Other <u> </u> <i>(Specify)</i>	Total
Project manager							
Administrative support							
DNRC Final Report							
Other, please itemize							
Subtotal							
Communications							
Supplies							
Other, please itemize							
Total Administration							

RRGL:

Budget Forms for Renewable Resource Projects

Professional and Technical Tasks (project design, engineering oversight, etc...)

Date _____

Category	DNRC Grant	DNRC Loan	Project Sponsor	Other <i>(Specify)</i>	Other <i>(Specify)</i>	Other <i>(Specify)</i>	Total
Professional/technical service							
Professional _____							
Other contracted services							
Subtotal Technical Services							
Other costs, please itemize							
Total Professional & Technical							

RRGL:

Budget Forms for Renewable Resource Projects

Construction Tasks

Date _____

Category	DNRC Grant	DNRC Loan	Project Sponsor	Other <u> </u> <i>(Specify)</i>	Other <u> </u> <i>(Specify)</i>	Other <u> </u> <i>(Specify)</i>	Total
Labor							
Materials							
Equipment							
Construction							
Other, please itemize							
Subtotal Construction							
Other, please itemize							
Contingency (10%)							
Total Construction							

Financial Narrative

The financial narrative must clearly demonstrate that the funding will be available to complete the project within the proposed budget.

- The application budget forms **may not** be used in lieu of the narrative.
- Projects must be financially feasible to be eligible.
- Failure to submit adequate financial information will jeopardize your chance of receiving project funding. This outline is not all-inclusive; you may address other funding categories.

Example: If the project budget lists \$12,600 in material costs, provide the breakdown for all material costs (120 tons of gravel @ \$30 per ton = \$3,600 and 50,000 square feet of geo-textile material @ \$0.18 per square foot = \$9,000. Total material cost = \$12,600).

Financial Presentation

Applicant Name: Lower Musselshell Conservation District

Project Title: Delphia Melstone – Irrigation Structure Rehabilitation and Canal Lining

The direct capital cost for the proposed New Check Structure with two Slide Gates and Canal Lining is \$82,500 including contingencies, engineering, and mobilization. The **total installed cost associated with this preferred alternative is \$125,000** including contingencies, engineering, and mobilization. However, the potential long-term project benefits are due to the 3,240 acre-feet of irrigation water conserved every year and the maintaining of 1,620 acres of productive irrigated land annually. The estimated crop cash value loss is \$233.20 per acre for an **annual revenue loss of approximately \$380,000 due to crop yield loss**. With a capital cost of \$125,000, the total future **agricultural economic benefits** minus the project cost of implementing the New Check Structure with Two Slide Gates and Canal Lining Alternative is valued at **\$4,233,600** for a 20 year period and a 6 percent interest rate. This alternative maintains the land value and irrigated crop yield for 1,620 acres and conserves 3,240 acre-feet of water each year. The **fish and wildlife potential annual benefit** at \$100/acre-foot of water would be valued at **\$324,000/year** or **\$3,716,280** over a 20 year period at a 6 percent interest rate. The New Check Structure with Two Slide Gates and Canal Lining Alternative **total present worth of the agricultural and fish and wildlife benefits** combined is than valued at **\$7,949,880**.

Some grants may not have a budget form or specific layout, so you should develop your own. Use a spreadsheet such as excel... don't use word to develop your budget... too many math errors!

Budget
Lamination 124.00
Posters 10.00
Tarps 70.00
Little Johns 110.00
Insurance 326.00
Bread 60.00
Food 250.00
Ice Cream Supplies 150.00
Bee Wax Lip balm 100.00
Ear Tags 225.00
Note books 560.00
Wool and wool cards 200.00
Ice cream balls 550.00
Total \$2625



vs



	2018 Budget		
Supplies	Lamination	124	
	Posters	10	
	Tarps	70	
	Bee Wax Lip balm	100	
	Ear Tags	225	
	Note books	560	
	Wool and wool cards	200	
	Ice cream balls	550	
			\$1,839.00
Insurance	Insurance	326	
			\$326.00
Food	Bread	60	
	Food	250	
	Ice Cream Supplies	150	
			\$460.00
Misc	Little Johns	110	
			\$110.00
		Total	\$2,735.00

Excel to provide details on a budget... helps both you and the grant managers

	Total Income--	\$ 115,000.00 \$ 230,000.00
EXPENSE	ANNUAL BUDGET	BIANNUAL BUDGET
Education & Outreach Supplies	\$ 1,500.00	\$ 3,000.00
Admin Expenses (6.5%)	\$ 7,475.00	\$ 14,950.00
Computer/Printer	\$ 750.00	\$ 1,500.00
Phone and Internet \$300/month	\$ 3,600.00	\$ 7,200.00
<i>Subtotal</i>	<i>\$ 13,325.00</i>	<i>\$ 26,650.00</i>
Payroll Expense		
Wages: Coordinator	\$ 68,640.00	\$ 137,280.00
Benefits	\$ 17,160.00	\$ 34,320.00
Medical Stipend	\$ 4,200.00	\$ 8,400.00
<i>Subtotal</i>	<i>\$ 90,000.00</i>	<i>\$ 180,000.00</i>
Travel/Meeting Expense		
Lodging (\$104 * 18)	\$ 1,872.00	\$ 3,744.00
Per diem (\$31*36)	\$ 1,098.00	\$ 2,196.00
Mileage (\$0.58 * 7110)	\$ 4,120.00	\$ 8,240.00
Out of State Travel - Lodging (\$350 *2)	\$ 700.00	\$ 1,400.00
Out of State - Per diem (\$200 * 2)	\$ 400.00	\$ 800.00
Out of State - Airfare (\$850 * 2)	\$ 1,700.00	\$ 3,400.00
Out of State - Expenses (\$50 * 2)	\$ 100.00	\$ 200.00
Conference/Workshop Registration (\$400 * 3)	\$ 1,200.00	\$ 2,400.00
<i>Subtotal</i>	<i>\$ 11,190.00</i>	<i>\$ 22,380.00</i>
Total Expense --	\$ 114,515.00	\$ 229,030.00

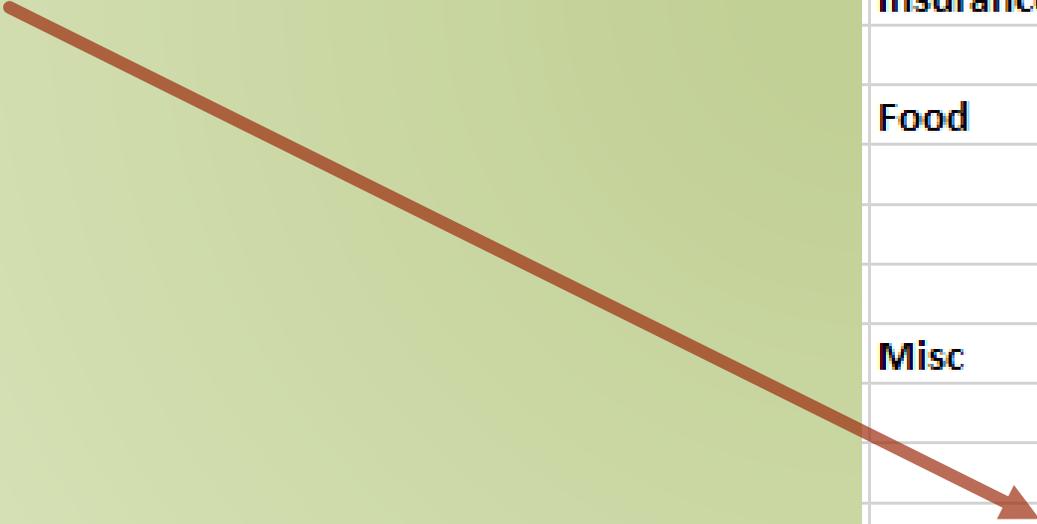
Estimating Personnel Expense:

Wage calculations										
Month	Hours	Rate	Gross Wages	Soc.Sec. (6.2%)	Med (1.45%)	UI (.15%)	PERS-CO (8.37%)	Totals		
January-17	10.00	\$ 16.00	\$ 160.00	\$ 9.92	\$ 2.32	\$ 0.24	\$ 13.39	\$ 185.87		
February-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Month	Totals
March-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	January-17	\$205.20
April-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	February-17	\$ -
May-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	March-17	\$ -
June-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	April-17	\$ -
July-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	May-17	\$ -
August-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	June-17	\$ -
September-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	July-17	\$ -
October-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	August-17	\$ -
November-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	September-17	\$ -
December-17		\$ 16.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	October-17	\$ -
Total	10.00		\$ 160.00	\$ 9.92	\$ 2.32	\$ 0.24	\$ 13.39	\$ 185.87	November-17	\$ -
									December-17	
Leave Calculations										\$205.20
Month	Hours	Leave Accrual hrs X .104	Gross Leave Wages	Soc.Sec. (6.2%)	Med (1.45%)	UI (.15%)	PERS-CO (8.37%)	Totals		
January-17	10.00	1.04	\$ 16.64	\$ 1.03	\$ 0.24	\$ 0.02	\$ 1.39	\$ 19.33		
February-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
March-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
April-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
May-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
June-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
July-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
August-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
September-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
October-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
November-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
December-17	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total	10.00	1.04	\$ 16.64	\$ 1.03	\$ 0.24	\$ 0.02	\$ 1.39	\$ 19.33		

Administration Fee:

- CD's typically charge up to 10% for an Administration fee. This fee is added to the total cost of the project. Be careful not to round up.

	2018 Budget			
Supplies	Lamination		124	
	Posters		10	
	Tarps		70	
	Bee Wax Lip balm		100	
	Ear Tags		225	
	Note books		560	
	Wool and wool cards		200	
	Ice cream balls		550	
				\$1,839.00
Insurance	Insurance		326	
				\$326.00
Food	Bread		60	
	Food		250	
	Ice Cream Supplies		150	
				\$460.00
Misc	Little Johns		110	
				\$110.00
			Sub Total	\$2,735.00
	Admin Fee	10%		\$273.50
			Total	\$3,008.50



Budget

- Tie the budget to the tasks/activities in the scope of work.
- Include a detailed budget
 - Include estimates and how costs were determined
- Use the budget form in the grant, if provided.
- Identify all funding sources in budget, who it is from, how much, and if it is committed.

Project Budget Summary Form

Identify the tasks or activities that will be performed by applicant personnel or contracted services. Tasks should match those described in Step 4 – Scope of Work. Use one column for each source of funding. The sum of the totals of each column must add up to the total estimated project cost. Delete columns or lines as needed.

Category	RDGP Grant	Source ^a (Identify)	Source (Identify)	Source (Identify)	
Administrative Costs					
Personnel Cost					
Office Supplies, Office Costs and Communications					
Travel					
Rent and Utilities					
Equipment					
Miscellaneous					
Total Administrative Costs					
Activity Costs					
Personnel Cost					
Task:					
Contracted Services					
Task:					
Total Activity Costs					
Total Project Costs					
TOTAL PROJECT COSTS					

^a Identify the sources of the matching funds (change column headings in your application)

Task 1: Administration and Project Reporting

Task 2: Project Planning and Contractor Selection

- Meet with collaborators and cooperators
- Prepare detailed scope of work for consultant. Select consulting firm through an RFP or RFQ process

Task 3: Site Assessment

- Conduct a site assessment through site visits and reconnaissance
- Site reconnaissance, historical research, and development of alternatives
- Complete topographic survey, cross sections, and longitudinal profiles

Task 4: Project Design and Project Grant Application

- Develop preliminary and final reclamation designs for the former Pretty Girl Mine pit and Grizzly Creek
 - Data processing and analysis
 - Preparation of preliminary design
 - Preparation of final design
- Complete grant application for project implementation

Consistency... from your SOW to your Budget!



Task	RDG Grant Funds	Match Funds	Total
Task 1: Administration and Project Reporting	\$1,500	\$758	\$2,258
Task 2: Project Planning and Contractor Selection	\$0	\$2,427	\$2,427
Task 3: Site Assessment	\$19,975	\$390	\$20,365
Task 4: Project Design and Grant Application	\$28,525	\$296	\$28,821
Total	\$50,000	\$3,871	\$53,871

Contracted Services:

If you will need contract services, you should always get an estimate from a vendor. Whether its simply a speaker fee, a room rental, or something larger such as a project design, head gate development, or estimated dirt work.

Supplies/Communication:

List all office supplies needed, including telephone, postage, mailing, advertising costs, renting office space, storage, utility expenses specific to this project.

Equipment:

List equipment necessary. Typically, if additional staff are hired, computer equipment is needed.

Travel/per diem:

Must follow state laws when calculating mileage and per diems.

- Mileage: state rates @ current rate for the year
- Per diem: state rates
- Hotels: state rates as well.

Miscellaneous:

Identify any miscellaneous costs that don't fit into the categories.

Other things to consider

Ineligible Costs. Depends on the grant criteria. Always read and follow the label .. I mean the directions!!

Estimate as closely as possible. Don't just use round figures like... Oh, we need.. Say.. \$40,000 for this project.

Audits... If your CD runs thru it's books at any one time in a fiscal year, more than \$750,000, then you are required to have an audit conducted. These audits are \$8-10K. So keep that in mind if you are sponsoring large projects! MCA 2-7-503.

Grants other than DNRC grants... don't be afraid to think outside the box and apply for other types of grants.

Don't be afraid of failure.... Try try and try again. Even the best grant writers out there don't get funded every time. Contact the grantor, and ask wht they liked or didn't like in your application.

COMMON Q&A's

Q: Should I have someone review my budget, like someone reviewing my grant application?

A: Absolutely! You may not think of everything you need while someone else may!

Q: Is Match required?

A: Each grant application is different, therefore be sure to read instructions. Showing a match is always a good thing.

Q: What is Soft Match?

A: Supervisors time, donated room rentals, materials, landowner equipment time, etc.

Q: What is Hard Match or Cash Match?

A: Other grant funds or plain hard core cash!

Q: What if our estimated expenses change from the time we apply to the time we initiate the project?

A: Minor changes are inevitable. However, if there are major changes (more than 10%), then contact your grant manager and explain why. Then follow up with an email for a paper trail.

Q: What if we expend our budget prior to the project being completed?

A: It's key to keep track of expenses religiously and follow the budget. If over runs occur, you will want to understand why prior to paying the invoices.

In conclusion.... be Consistent!

Remember: Each step informs the next.

Goals -----Objectives-----Scope of work----- Budget

Reminder, be sure to contact the grant manager with questions when completing a grant application. An ounce of prevention is worth a pound of cure!!

Questions?

Thank you!

Karl Christians

DNRC CDB

444-3022

kchristians@mt.gov