

## Green Partners Budget Form

Youth Forward

8/1/2018

**Directions:** Common line items are listed and estimates for reporting time are indicated - be sure to budget time for meetings, tracking results, and reporting. Add rows as necessary. This form has formulas; double check to be sure totals are accurate. If you have any questions or need help, contact Patience Caso at 612-348-9352 or [patience.caso@hennepin.us](mailto:patience.caso@hennepin.us).

<u>Expense</u>	<u>Description</u>	<u>Hourly Rate/ Cost per Item</u>	<u>Number Hours or Items</u>	<u>Funds Requested</u>
<b>(A) Staff and Personnel</b> - Applicants must follow applicable U.S. labor laws. Contact a lawyer for assistance. (add rows below as needed)				
Project manager - Maggie	Coordinate all project activities, complete required reports and attend grant meetings each year (orientation meeting, 1-2 check-in meetings, 1 project debrief meeting)	\$30.00	80	\$2,400.00
Project staff - Richard, Rosita	Develop and lead project activities and workshops, communications	\$25.00	100	\$2,500.00
Project assistant - Sasha	Pollinator garden coordination and project assistance	\$20.00	40	\$800.00
Administrative staff - Daryl	budget reporting, field trip coordinator	\$20.00	10	\$200.00
				\$0.00
				\$0.00
<b>SUBTOTAL =</b>				<b>\$5,900.00</b>
<b>(B) Reimbursable Expenses</b>				
<b>1. Project Supplies</b> -- List all of the supplies you are seeking to purchase with this grant. (add rows below as needed)				
Field trip funds	Canoe rental, camping fees	\$30.00	30	\$900.00
Pollinator plants	Examples of recycled products for learning kit	\$5.00	90	\$450.00
Low-waste event supplies	Reusable water container and other reusable and compostable supplies	\$1.00	100	\$100.00
<b>2. Food</b> -- For events and activities directly related to project activities. Indicate number of events and cost per event. (add rows below as needed)				
Food for training workshops	food for weekly youth workshops	\$50.00	12	\$600.00
Food for low-waste event	food and beverage from low-waste caterer for 100 people	\$15.00	100	\$1,500.00
				\$0.00
<b>3. Incentives</b> -- Must be tied directly to an action or activity that motivates environmentally-responsible behavior. (add rows below as needed)				
Reusable water bottles	for youth as incentives	\$10.00	30	\$300.00
				\$0.00
<b>4. Marketing and Communications</b>				
Printing	flyers to advertise the youth program and the low-waste event	\$0.20	100	\$20.00
Postage				\$0.00
community paper advertising	promotions to recruit youth and advertise the low-waste community event	\$25.00	6	\$150.00
<b>5. Other Expenses</b> (add rows below as needed)				
				\$0.00

**Green Partners Budget Form**

			<b>SUBTOTAL =</b>	<b>\$4,020.00</b>
			<b>TOTAL =</b>	<b>\$9,920.00</b>