

## Green Partners Budget Form

Community Really Matters SAMPLE  
2022

<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	\$30.00	150	\$4,500.00
Project staff - Richard, Rosita	Develop/ lead project activities and workshops	\$25.00	150	\$3,750.00
Project assistant - Carol	Project assistance	\$20.00	50	\$1,000.00
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
			<b>SUBTOTAL =</b>	<b>\$14,150.00</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)				
Reusable water bottles	Reusable drink containers for ambassadors and their workshop participants	\$5.00	150	\$750.00
Waste reduction education supplies	Reusable items like on-the-go silverware, straws, etc.	\$20.00	10	\$200.00
Low-waste event supplies	Reusable water container and other reusable and compostable supplies	\$300.00	1	\$300.00
<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 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	\$10.00	100	\$1,000.00
<b>3. Incentives</b> -- Must be tied directly to an action or activity that motivates environmentally-responsible behavior. (add rows below as needed)				
Waste prevention incentives identified by ambassadors	Waste prevention incentives identified by ambassadors as needed/prizes for participants	\$50.00	15	\$750.00
				\$0.00
<b>4. Marketing and Communications</b>				
Printing	flyers and postcards to promote events	\$0.20	800	\$160.00
Postage	postage for postcard mailing postcards	\$0.20	500	\$100.00
community paper advertising	Promotions for workshops and events	\$25.00	6	\$150.00
<b>5. Other Expenses</b> (add rows below as needed)				
Field trip transportation	Bus rental for 1/2 day field trip	\$200.00	1	\$200.00
			<b>SUBTOTAL =</b>	<b>\$5,335.00</b>
			<b>TOTAL =</b>	<b>\$19,485.00</b>