Green Partners Budget Reporting Tips

**Budget changes must be approved in writing by the Green Partners program manager.**

Food and beverage guidelines:
- In an effort to promote health, grantees must follow the county’s healthy eating guidelines. See Hennepin County’s [Event Recycling and Waste Reduction Tips](#) and [Guidelines for Offering Healthy Foods at Meetings](#).
- In general food expenses should not exceed $15 per person.

Green event guidelines:
- Grantees must make an effort to host “green” or low-waste events and meetings. Visit Hennepin County’s [Recycling at Events](#) page for more information.

Acceptable Expenses:
- **Project related expenses:** Materials, supplies, printing, promotions, food, meeting space, stipends, transportation, and salaries.
- **Give-away items:** Must be directly tied to taking action to protect the environment.
- **Rain barrels and cisterns:** Grantees must provide a statement of support from property owner/building management to install any water collection feature.

Green Partners grants will not pay for the following:
- **Purchases outside of contract:** Items purchased before the contract was signed or after the contract expired.
- **Disposable items:** Styrofoam cups, plates, display boards, bottled water
- **Fees:** Gift cards, late fees
- **Expensive stuff:** Computers, dishwashers, projectors, or durable equipment valued over $500.
- **General operating expenses:** Attorney fees, rent, and electricity are not eligible expenses.
- **Recycling and organics bins:** Small purchases of bins for educational purposes may be approved on a case by case basis. Apply for a business or school recycling grant to receive bins for your organization at [www.hennepin.us/recycling](http://www.hennepin.us/recycling).

Reporting expenses:
- Save all receipts.
- Label each receipt.
- List each receipt on the budget report and describe what was purchased.
- Receipts should be listed in order of date of purchase.
- Reporting mileage and in-house printing:
  - **Mileage/gas receipts:** Report starting and ending location, miles driven, and reason for trip.
  - **In-house printing:** Report number of copies, price per copy, and what was printed/copied.