Green Partners Budget Reporting

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

Acceptable expenses:
- **Staff time:** Unless staff time is funded through other means, applications should including funding for staff to complete project management activities and reporting.
- **Project supplies:** We encourage groups to purchase project supplies that enable participants to have experiences and make changes in their daily lives, including educator supplies and take home items that are not disposable.
- **Green events:** Grantees must take steps to make events low-waste. Use Hennepin County’s green events checklist, recycling at events resources, and lead by example resources.
- **Food and beverage:** Follow the county’s healthy eating guidelines and minimize waste when purchasing food and beverage items. See Hennepin County’s event recycling and waste reduction tips and provide mostly healthy food options. In general food expenses should not exceed $20 per person.
- **Give-away items:** Must be directly tied to taking action to protect the environment.
- **Communications:** printing, mailing, workshop materials, advertising.
- **Transportation:** Nice Ride, transit, mileage, buses

Green Partners grants will not pay for the following:
- **Purchases before/after contract:** Items purchased before the contract was signed or after it expired.
- **Disposable items:** Styrofoam, bottled water and other disposable, single food service items, and disposable event decorations are not eligible expenses.
- **Recycling and organics bins:** Small purchases of bins for educational purposes are allowed. Apply for a recycling grant to receive bins for your organization at www.hennepin.us/recycling.
- **Equipment valued more than $500:** Funds may not be used for computers, dishwashers, or other durable equipment valued over $500.
- **Rain garden and native garden design and installation:** Funds are available through the natural resources grant program or your watershed.
- **Fees:** Gift card, cancellation, or late fees
- **General operating expenses:** Attorney fees, rent, and electricity are not eligible expenses.

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

**Budget changes must be approved in writing by the Green Partners environmental education grant manager.**