

## Chesapeake & Atlantic Coastal Bays Trust Fund Budget Guidance Document

When submitting a proposal for the Chesapeake & Atlantic Coastal Bays Trust Fund (Trust Fund), the applicant must include a detailed budget with a breakdown of anticipated expenditures. This guidance document has been developed to assist applicants with the development of project budgets.

### Budget Template

The CCS Grants Online System provides a budget template to be used when submitting a proposal (shown below). This is the format expected for all budgets. This template is also available on the website: <http://dnr.maryland.gov/trustfund/grants.asp>. Specific instructions for the calculation of line item totals are provided below.

Category	State	Leveraged Funds	Total
Personnel <sup>1</sup>	\$0	\$0	\$0
Fringe <sup>1</sup>	\$0	\$0	\$0
Equipment (>\$5,000) <sup>2</sup>	\$0	\$0	\$0
Field Supplies <sup>3</sup>	\$0	\$0	\$0
Travel <sup>4</sup>	\$0	\$0	\$0
Office Supplies <sup>5</sup>	\$0	\$0	\$0
Contractual <sup>6</sup>	\$0	\$0	\$0
Administration (1.5%) <sup>7</sup>	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<sup>1</sup> Position title: _____ number of hours on project: ____ hourly pay rate: \$ _____ salary request: \$ _____ fringe %: _____ fringe request: \$ _____			
<sup>1</sup> Position title: _____ number of hours on project: ____ hourly pay rate: \$ _____ salary request: \$ _____ fringe %: _____ fringe request: \$ _____			
<sup>2</sup> Equipment:			
<sup>3</sup> Field Supplies:			
<sup>4</sup> Travel:			
<sup>5</sup> Office Supplies:			
<sup>6</sup> Contractual:			
<sup>7</sup> Administration:			
<sup>8</sup> Leveraged Funds:			

## Personnel

The personnel category should be used to request funding for employee salaries. All of the employees who will work on the proposed project should be individually listed in this section. Employees who will not contribute to the project should not be listed. Three pieces of information are required for each employee salary request: the position title, the number of hours to be worked on the project, and the hourly rate of pay. Each employee's salary will be calculated by multiplying the total hours to be worked by the hourly rate of pay, as shown in the table below. Fringe benefits, if applicable, are also to be calculated separately for each employee. Fringe benefits include retirement, unemployment, social security, and health insurance. It is understood that the rates provided are estimated, and that actual rates will be billed. To calculate the fringe request for each employee, multiply the fringe rate by the requested salary.

The total salary and fringe requested for all employees should be listed in the first two rows of the table:

Category	State	Leveraged Funds	Total
Personnel <sup>1</sup>	\$27,500.00	\$0	\$27,500.00
Fringe <sup>1</sup>	\$9,625.00	\$0	\$9,625.00

The details for each employee's salary and fringe requests should be provided in the table footnotes. The applicant can add rows for additional employees as necessary.

<sup>1</sup> Position title: <u>Program Manager</u> hourly pay rate: <u>\$25.00</u> fringe %: <u>35</u>	number of hours on project: <u>500</u> salary request: <u>\$12,500.00</u> fringe request: <u>\$4,375.00</u>
<sup>1</sup> Position title: <u>Restoration Technician</u> hourly pay rate: <u>\$15.00</u> fringe %: <u>35</u>	number of hours on project: <u>1,000</u> salary request: <u>\$15,000.00</u> fringe request: <u>\$5,250.00</u>

## Equipment

Equipment is defined as having a value equal to, or greater than, \$5,000. The title of equipment purchased with grant funding is vested in the State and subject to State procurement laws. As a result of the complex regulations associated with the purchase of equipment, purchase requests are highly scrutinized and essentially never approved.

## Field Supplies

The field supplies budget should detail all of the materials, tools, and resources required to meet the proposed grant deliverables. Information must be provided for each requested item, including the name, quantity, and per unit price, all of which should be listed in the footnotes. Supplies listed in this budget field will be purchased by the grantee and not a subcontractor. If a subcontractor will procure the supplies for implementation, it would be considered a contractual cost.

Category	State	Leveraged Funds	Total
Field Supplies <sup>3</sup>	\$927.50	\$0	\$927.50

Shovels – 5 at \$12 per shovel	\$60.00
Bare root seedlings – 100 at \$2 per tree	\$200.00
Mulch – 15 cubic ft. at \$3.50 per cubic ft	\$52.50
Stakes – 100 at \$1 per stake	\$100.00
Tree tubes – 100 at \$5.00 per tube	\$500.00
Zip ties – 3 bags at \$5.00 per bag	<u>\$15.00</u>
<b>TOTAL</b>	<b>\$927.50</b>

## Travel

Expenses related to specific personnel's travel to and from the project site or related meetings can be included in the budget. Mileage must be requested using the current federal rate (<http://www.gsa.gov/portal/content/100715>). Per diem or other lodging, food and beverage requests cannot be included.

Category	State	Leveraged Funds	Total
Travel <sup>4</sup>	\$115.00	\$0	\$115.00

Provide the total number of miles in the footnote.

200 miles at \$0.575 per mile
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## Office Supplies

Office supplies that can be directly related to the proposed project can be included in the budget. The applicant will need to provide a thorough explanation of why those supplies are integral to the proposed project in order to justify their purchase. Again, these items will be directly purchased by the grantee and not a subcontractor.

Category	State	Leveraged Funds	Total
Office Supplies <sup>5</sup>	\$10.00	\$0	\$10.00

Details for each requested item, including the name, quantity, and per-unit cost should be listed in the footnotes.

Flyer materials – 1 ream of cardstock at \$10 per ream
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## Contractual

All services to be paid for with grant funds, but not performed by the grantee, are considered to be contractual. List all of the contractors involved in the project, a brief description of the services they provide, and the cost per service. A separate budget spreadsheet must also be completed for each contractor, to be provided on subsequent workbook tabs. The template includes two tabs that have blank contractor budget templates provided; the applicant may add additional tabs as necessary.

Category	State	Leveraged Funds	Total
Contractual <sup>6</sup>	\$260,000.00	\$0	\$260,000.00

BMP Maniac – project design and construction oversight	\$90,000.00
Leggo Environmental Construction – channel restoration	\$120,000.00
Professional Survey Group, Inc. – pre-design and as-built surveys	<u>\$50,000.00</u>
TOTAL	\$260,000.00

### Administration

Trust Fund applicants can include an administrative fee of up to 1.5% of the total direct expenses. This is not the same as 1.5% of the grant total. To calculate the maximum administration charge, divide the grant total by 1.015, and subtract the resulting number from the grant total.

Administrative budget requests do not require any additional details. However, if your request is less than 1.5% please provide the percentage requested in the footnotes.

Category	State	Leveraged Funds	Total
Administration <sup>7</sup>	\$4,472.66	\$0	\$4,472.66

<sup>7</sup>Administration fee: 1.5% of direct charges = \$4,472.66

### Leveraged Funds (Match)

The Trust Fund encourages applicants to leverage additional funding to the greatest extent possible. Demonstrated ability to leverage funding will increase the cost-effectiveness per the State investment. The Trust Fund dollars are intended for implementation of projects that result in non-point source pollution reduction; therefore, demonstrating organizational capacity for successful implementation and the ability to leverage funding for personnel and other administrative needs is desired.

Show the leveraged funding you are bringing to the project, by budget category, in the “leveraged funds” column in the table. In the footnotes, detail each source of leveraged funds, whether it is cash or in-kind, and whether it is proposed or in-hand.

Category	State	Leveraged Funds	Total
Contractual <sup>6</sup>	\$260,000.00	\$100,000.00	\$360,000.00

County Capital Funds – in-hand	\$50,000.00
NFWF Grant Funds – proposed (awards to be announced 1/2016)	<u>\$50,000.00</u>
TOTAL	\$100,000.00

A full example of the budget table, completed per the examples provided above, is as follows:

<b>Category</b>	<b>State</b>	<b>Leveraged Funds</b>	<b>Total</b>
Personnel <sup>1</sup>	\$27,500.00	\$0	\$27,500.00
Fringe <sup>1</sup>	\$9,625.00	\$0	\$9,625.00
Equipment (>\$5,000) <sup>2</sup>	\$0	\$0	\$0
Field Supplies <sup>3</sup>	\$927.50	\$0	\$927.50
Travel <sup>4</sup>	\$115.00	\$0	\$115.00
Office Supplies <sup>5</sup>	\$10.00	\$0	\$10.00
Contractual <sup>6</sup>	\$260,000.00	\$100,000.00 <sup>8</sup>	\$360,000.00
Administration (1.5%) <sup>7</sup>	\$4,472.66	\$0	\$4,472.66
<b>Total</b>	<b>\$302,650.16</b>	<b>\$100,000.00</b>	<b>\$402,650.16</b>
<sup>1</sup> Position title: <u>Program Manager</u> number of hours on project: <u>500</u> hourly pay rate: <u>\$25.00</u> salary request: <u>\$12,500.00</u> fringe %: <u>35</u> fringe request: <u>\$4,375.00</u>			
<sup>1</sup> Position title: <u>Restoration Technician</u> number of hours on project: <u>1,000</u> hourly pay rate: <u>\$15.00</u> salary request: <u>\$15,000.00</u> fringe %: <u>35</u> fringe request: <u>\$5,250.00</u>			
<sup>2</sup> Equipment: no request			
<sup>3</sup> Field Supplies: Shovels – 5 at \$12 per shovel \$60.00 Bare root seedlings – 100 at \$2 per tree \$200.00 Mulch – 15 cubic ft. at \$3.50 per cubic ft \$52.50 Stakes – 100 at \$1 per stake \$100.00 Tree tubes – 100 at \$5.00 per tube \$500.00 Zip ties – 3 bags at \$5.00 per bag <u>\$15.00</u> <b>TOTAL</b> \$927.50			
<sup>4</sup> Travel: 200 miles at \$0.575 per mile			
<sup>5</sup> Office Supplies: Flyer materials – 1 ream of cardstock at \$10 per ream			
<sup>6</sup> Contractual: BMP Maniac – project design and construction oversight \$90,000.00 Leggo Environmental Construction – channel restoration \$120,000.00 Professional Survey Group, Inc. – pre-design and as-built surveys <u>\$50,000.00</u> <b>TOTAL</b> \$260,000.00			
<sup>7</sup> Administration fee: 1.5% of direct charges = \$4,472.66			
<sup>8</sup> Leveraged Funds (contractual): County Capital Funds – in-hand \$50,000.00 NFWF Grant Funds – proposed (awards to be announced 1/2016) <u>\$50,000.00</u> <b>TOTAL</b> \$100,000.00			