



RECREATION

UTAH OUTDOOR RECREATION GRANT

Completing Your Budget

5 minute "How-To" UORG Video Guide Series

Important Terms


- Applicant – the entity applying for the grant funds.
- Partner – the entity who is supplying cash or in-kind to the applicant.
- 1:1 Match – For every dollar the applicant puts in, UORG will put in a dollar. $\$1 + \$1 = \$2$.
- Cash Match – the part of the applicant's match that is paid for by cash.
- In-Kind Match – the part of the applicant's match that is from volunteer labor, discounted labor and services, or donated materials (non-cash contributions to the project).
- Eligible Cost – costs that are considered necessary and reasonable to the construction of the infrastructure
- Ineligible Cost – costs that are either unnecessary for the construction (ex: administration, food, grant management, ect.), happen before the contract is signed, or land donations.

Budget Sections

- **1. Cash Overview**
 - ▣ Total Amounts: Grant Request / Applicant Cash / Partner Cash
- **2. In-Kind Match Overview**
 - ▣ Total Amounts: Applicant in-kind / Partner in-kind
- **3. Cash Detailed Description**
 - ▣ What is being paid for and Who is paying for it
- **4. In-Kind Detailed Description**
 - ▣ Who is contributing in-kind and what type of in-kind is it
- **5. Additional Ineligible Project Costs**
 - ▣ What costs have you or are you taking on that contribute to the project but are not considered eligible?

Cash Overview

This box will turn green if you've provided sufficient match

	Project Name:	Project Applicant:	Qualified for UORG Match		
	Example Project	Example Applicant			
<p>Step 1: List all sources of Cash Funding by type for the entire project. These can include other donations, grants received, etc. UORG requested funds go in the first row (Orange). Applicant Cash Funds go in the next row. Other Cash Partners (if applicable) go in the following</p>					
OVERVIEW OF FUND SOURCES					
1. CASH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	Cash Amount	Total Cash Funding (\$)
	Utah Outdoor Rec. Grant	Office of Outdoor Recreation	9/1/2018	\$50,000.00	\$50,000.00
	Applicant Cash Match	Utah City	2/28/2018	\$100,000.00	\$100,000.00
	Partner 1 Cash Match	Awesome Foundation	1/15/2018	\$25,000.00	\$25,000.00
	<i>Insert more rows as needed below</i>	[Partner 2 Cash Match]			\$0.00
			TOTAL CASH FUNDING		\$175,000.00

Other grants you receive can be used as applicant cash match


- ❑ List the total of all sources of funding, including the grant request and the date secured. If you are budgeting for funds that have not been secured yet (like another grant), you can put “Pending.”
- ❑ 50% of your match must be cash. In this example, a grant request of \$50,000 would require a cash match of at least \$25,000. This cash match can be a combination of applicant and partner, but the applicant must put in at least 20% of this cash, so \$10,000.

In-Kind Match Overview

Step 2: List all sources of In-Kind (non-cash) Match for the entire project. In-Kind is defined as donated products, labor, or services.

2. IN-KIND MATCH OVERVIEW					
	Type of Funds	Source of Funds	Date	In-Kind Value	Total In-Kind
Value of materials, equipment or services Insert more rows as needed below	Applicant In-Kind	Wile E. Coyote	1/15/2018	\$5,000.00	\$5,000.00
	[Partner In-Kind Match]	Community	6/20/2018	\$6,955.00	\$6,955.00
	[Partner In-Kind Match]				\$0.00
	[Partner In-Kind Match]				\$0.00
			TOTAL IN-KIND FUNDING		\$11,955.00
TOTAL PROJECT VALUE			TOTAL PROJECT COST (UORG+Cash+In-Kind)		\$186,955.00

- ❑ List the total of all in-kind matches that will be used for your match.
- ❑ Each partner's in-kind should be listed individually
- ❑ Group ALL of your in-kind into one row.



\$175,000 in total cash from the first section added to the \$6,812.50 of total in-kind

Cash Detailed Description

Make sure all funds in the UORG column are eligible costs

DETAILED LIST OF ANTICIPATED USE OF FUNDS

Step 3: List all the uses of cash for the project by Type of Service. *Note:* The total cash listed here in Step 3 should match the total listed in the cash overview from Step 1. Please fill in the amount being used from UORG (Orange), applicant funds, or partner funds below. Add rows as needed.

3. CASH DETAILED DESCRIPTION						Difference between Step 1 and Step 3:	Cash Amounts Agree	
						\$0.00		
Type of Service: Please select or change type from dropdown menu by clicking cell.	Vendor (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Utah Outdoor Recreation Grant Funds	Applicant Funds	Partner Funds
Professional Services	ACME Engineering	Engineering Costs	1	\$ 19,000.00	\$ 19,000.00	\$ -	\$ 19,000.00	\$ -
Equipment	Awarded Bidder	Mobilization	1	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00	\$ -	\$ -
Equipment	Awarded Bidder	Clearing	60000	\$ 0.08	\$ 4,800.00	\$ 4,800.00	\$ -	\$ -
Equipment	Awarded Bidder	Grading	6000	\$ 2.85	\$ 17,100.00	\$ 17,100.00	\$ -	\$ -
Equipment	Awarded Bidder	Finish Grading	44000	\$ 0.20	\$ 8,800.00	\$ 8,800.00	\$ -	\$ -
Materials	Awarded Bidder	HMA 3"	43000	\$ 1.90	\$ 81,700.00	\$ -	\$ 81,000.00	\$ 700.00
Materials	Awarded Bidder	Road base	53000	\$ 0.60	\$ 31,800.00	\$ 12,600.00	\$ -	\$ 19,200.00
Materials	Awarded Bidder	Pavement Markings	4400	\$ 0.25	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00
Materials	Awarded Bidder	Signs	10	\$ 300.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Materials	Awarded Bidder	Drainage Pipe	40	\$ 25.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
ANTICIPATED USE OF CASH FUNDS				CASH				
				SUBTOTAL	\$ 175,000.00	\$ 50,000.00	\$ 100,000.00	\$ 25,000.00

- Use your best estimation to detail how all the funds will be spent.
- If you don't know what Vendor will perform the work, you can put "Awarded Bidder."
- Use drop down choices on the first column to help group expenses.

This total should match "Total Cash Funding" from the Cash overview section

These 3 totals (UORG, Applicant, Partner) should match their totals from the Cash Overview Section

In-Kind Detailed Description

This box will turn green when the total of this section matches the in-kind overview section

2022 Utah Volunteer hourly rate is \$27.82

Step 4: List all the uses of In-Kind for the project by Type of Service. *Note:* The total In-Kind listed here must match the total listed in the In-Kind overview from Step 2. Please fill in the amount being used from the applicant, or partner funds below. Add rows as needed.

4. IN-KIND DETAILED DESCRIPTION						Difference	In-Kind Amounts	
						\$0.00		
Type of Service: Please select or change	Source of Funds	Anticipated Use of	Number of	Cost Per Unit	Extended Cost	Applicant In-Kind	Partner In-	
Professional Services	Community Volunteers	Flagging & Clearing	250.00	\$ 27.82	\$ 6,955.00	\$ -	\$ 6,955.00	
Equipment	Wile E. Coyote Equipme	Equipment rental	2.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ -	
ANTICIPATED USE OF IN-KIND FUNDS					IN-KIND SUBTOTAL	\$ 11,955.00	\$ 5,000.00	\$ 6,955.00
TOTAL Eligible Project Costs					TOTAL PROJECT COST (UORG+Cash+In-Kind)		\$186,955.00	

- If you are organizing volunteer days for your project, that is considered an applicant in-kind match.
- Donations from business or individuals in either labor or materials are partner in-kind.
- If you receive a discount on materials, in most cases it is easier to consider a “buy one get one free” model for reporting cases. For example, if you received a 50% discount on 50 pieces of lumber for your project, report that you bought 25 in your cash detailed description, and then include 25 in the in-kind donations section.

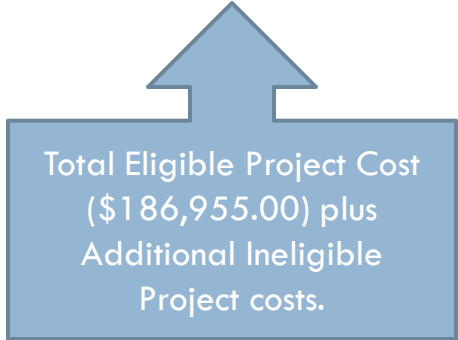
“Applicant” and “Partner” In-Kind totals should add up to the “Extended Cost” Total

Additional Ineligible Project Costs

Step 5: Please include an estimate of costs that contributed to the overall project cost, but are not eligible as a grant match. Ex: Work completed prior to grant award, purchases of real estate, NEPA or other permitting etc.

5. ADDITIONAL INELIGIBLE PROJECT COSTS			\$ 100,000.00
Description	Source of Funds	Cost	
Land Purchase -- 2 Acres	Applicant	\$ 100,000.00	
	Total	\$ 100,000.00	
TOTAL PROJECT COST (projected)			\$286,955.00

- Use this section to show additional commitments you've made to your project. These can be:
 - ▣ Work already completed
 - ▣ Land donations
 - ▣ Environmental Clearances



Total Eligible Project Cost
(\$186,955.00) plus
Additional Ineligible
Project costs.

Costs or Matches

Allowed or Disallowed

Allowable costs or matches include necessary, reasonable costs that contribute directly to the completion of work on the outdoor recreation infrastructure project.

Ineligible costs or matches, includes the five Ps: Purchase of the land, Planning, Prior work, Permitting costs (such as NEPA), Preservation (i.e., maintenance).

Allowed Costs or Matches	Disallowed Costs or Matches
<p>Purchase of non-fixed assets: costs must be prorated for the amount used on a project for items such as trail building machinery, hand tools for trail work, or land clearing, etc.</p>	<p>Construction of storage buildings used to store items other than recreational equipment. The use of the applicant's equipment or materials is not eligible as a match.</p>
<p>Services provided: such as skilled or unskilled labor can be included as an eligible cost, or if <u>donated</u>, as an in-kind match.</p>	<p>There are limits to a match of the applicant's employees. Applicant and partner staff hours that would have already been paid.</p>
<p>Construction costs: including equipment, supplies, and more can be included as either an eligible cost or if donated, as an in-kind match.</p>	<p>Administrative costs such as photo copies, mileage, food, clothing, grand opening costs, marketing costs, grant writing, etc.</p>
<p>Gifts and donations are acceptable if they are used during the contract period.</p>	<p>Ongoing maintenance costs for the infrastructure.</p>
<p>Engineering plans: costs associated may be used as a portion (up to 15%) of the applicant's match.</p>	<p>Purchase or donations of real estate for the project.</p>
	<p>Work completed before the grant award.</p>

Budget FAQs

- Using your own staff – Cash vs. In-Kind
 - Organizations with limited resources can use their own staff for up to 10% of their total match. If being paid with cash and with payroll documentation during this time, their pay can be considered part of the cash match. Staff hours that would have already been paid regardless if working on the project are disallowed. If staff is not being paid and is volunteering their time, it will be considered in-kind.
- Contingency
 - Contingency cost is allowed, but should not exceed 10% of the total budget of the project. Keep in mind, applicants are reimbursed only for what was spent and if needed, applicants should increase their match so that their (applicant/partner) share of the project cost is never less than 50%.

Contact:

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Download these slides at:

- business.utah.gov/outdoor/grants