



Riparian Planting Mini Grants

Example Budgets

The following pages contain three (3) different example budget spreadsheets for Riparian Planting Mini Grant projects.

For each example, the total amount requested of the grant does not exceed a total of \$1,000 (maximum RPG amount). Any amounts over \$1,000 must be shifted to either the Cash Match or In-Kind Match columns.

Additionally, the percent of the project costs covered by Riparian Planting Mini Grant funds cannot exceed 75%. This percentage will auto calculate below the Total Project Expenses line in the spreadsheet. If this percentage exceeds 75%, please adjust amounts over into the Cash or In-Kind Match columns until the amount is 75% or less.

Please direct any additional questions the Missoula Conservation District staff contact included in the grant instructions.

EXAMPLE 1

RPG PROJECT BUDGET

RPG PROJECT BUDGET								
A	B	C	D		E	F	G	H
Description	Unit Number	Unit Cost	Pending	Secured	Riparian Planting Mini-Grant Funds	CASH MATCH from other sources	IN-KIND MATCH	TOTAL COSTS
<i>Itemize project costs under each of the following categories:</i>	(e.g., # of hours)	(e.g., hourly rate)	Mark with "X"			<u>John and Jane Doe, landowner</u>	<u>John and Jane Doe, landowner</u>	(sum of Grant Funds, Cash Match, and In-Kind Match)
LABOR EXPENSES (Salaries/Wages/Benefits): List position and type of work.								
Planting of trees and shrubs	8 hrs	\$17/hr		X			\$ 136.00	\$ 136.00
Post-planting care (weeding and watering)	8 hrs	\$17/hr		X			\$ 136.00	\$ 136.00
								\$ -
(Personnel Expense Subtotal 1)					\$ -	\$ -	\$ 272.00	\$ 272.00
MATERIALS & SUPPLIES (Identify individual items that are "used up" in the course of the project.)								
Sandbar willow (bare root)	100	\$1.89	X		\$ 189.00			\$ 189.00
Booth willow (bare root)	115	\$1.89	X		\$ 217.35			\$ 217.35
Black cottonwood (large container)	10	\$14.00	X		\$ 140.00			\$ 140.00
Quaking aspen (large container)	20	\$14.00	X		\$ 280.00			\$ 280.00
								\$ -
								\$ -
								\$ -
								\$ -
(Contracted Services Subtotal 2)					\$ 826.35	\$ -	\$ -	\$ 826.35
CONTRACTED SERVICES (Identify services and professional/labor costs)								
								\$ -
								\$ -
								\$ -
(Materials & Supplies Subtotal 5)					\$ -	\$ -	\$ -	\$ -
EQUIPMENT RENTAL (Must be necessary to complete the project. Must be supported by quote/rates from local equipment rental supplier.)								
								\$ -
								\$ -
								\$ -
(Equipment/Software Subtotal 6)					\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS EXPENSES (Identify other expenses necessary to complete the project that do not fit in the categories above.)								
								\$ -
								\$ -
								\$ -
(Misc Expenses Subtotal 7)					\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT EXPENSES					\$ 826.35	\$ -	\$ 272.00	\$ 1,098.35

Percent of project cost covered by Riparian Planting Mini-Grant funds:

75% *This figure will auto calculate from the totals above*

Note: Riparian Planting Mini-Grant (RPG) awards will cover up to 75% of total allowable conservation project costs. Maximum RPG request amounts are \$1,000 per project. It is the responsibility of the Applicant to cover any project costs over the awarded grant amounts.

Expenses to be reimbursed by the RPG award may not be incurred prior to the grant contract being signed by both the Applicant and the Missoula CD.

EXAMPLE 2

RPG PROJECT BUDGET

RPG PROJECT BUDGET								
A	B	C	D		E	F	G	H
Description	Unit Number	Unit Cost	Pending	Secured	Riparian Planting Mini-Grant Funds	CASH MATCH from other sources	IN-KIND MATCH	TOTAL COSTS
<i>Itemize project costs under each of the following categories:</i>	(e.g., # of hours)	(e.g., hourly rate)	Mark with "X"			<u>John and Jane Doe, landowner</u>	<u>John and Jane Doe, landowner</u>	(sum of Grant Funds, Cash Match, and In-Kind Match)
LABOR EXPENSES (Salaries/Wages/Benefits): List position and type of work.								
Planting of trees and shrubs	8 hrs	\$17/hr		X			\$ 136.00	\$ 136.00
Post-planting care (weeding and watering)	8 hrs	\$17/hr		X			\$ 136.00	\$ 136.00
(Personnel Expense Subtotal 1)					\$ -	\$ -	\$ 272.00	\$ 272.00
MATERIALS & SUPPLIES (Identify individual items that are "used up" in the course of the project.)								
Sandbar willow (bare root)	100	\$1.89	X		\$ 189.00			\$ 189.00
Booth willow (bare root)	115	\$1.89	X		\$ 217.35			\$ 217.35
Black cottonwood (large container)	14	\$14.00	X		\$ 196.00			\$ 196.00
Quaking aspen (large container)	25	\$14.00	X		\$ 350.00			\$ 350.00
Red-Osier dogwood (large container)	27	\$14.00	X		\$ 47.65	\$ 330.35		\$ 378.00
Chokecherry (large container)	9	\$14.00	X			\$ 126.00		\$ 126.00
Native Riparian Seed mix	2 lbs	\$26.60/lb	X			\$ 53.20		\$ 53.20
(Contracted Services Subtotal 2)					\$ 1,000.00	\$ 509.55	\$ -	\$ 1,509.55
CONTRACTED SERVICES (Identify services and professional/labor costs)								
								\$ -
								\$ -
								\$ -
(Materials & Supplies Subtotal 5)					\$ -	\$ -	\$ -	\$ -
EQUIPMENT RENTAL (Must be necessary to complete the project. Must be supported by quote/rates from local equipment rental supplier.)								
								\$ -
								\$ -
								\$ -
(Equipment/Software Subtotal 6)					\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS EXPENSES (Identify other expenses necessary to complete the project that do not fit in the categories above.)								
								\$ -
								\$ -
								\$ -
(Misc Expenses Subtotal 7)					\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT EXPENSES					\$ 1,000.00	\$ 509.55	\$ 272.00	\$ 1,781.55

Percent of project cost covered by Riparian Planting Mini-Grant funds:

56% *This figure will auto calculate from the totals above*

Note: Riparian Planting Mini-Grant (RPG) awards will cover up to 75% of total allowable conservation project costs. Maximum RPG request amounts are \$1,000 per project. It is the responsibility of the Applicant to cover any project costs over the awarded grant amounts.

Expenses to be reimbursed by the RPG award may not be incurred prior to the grant contract being signed by both the Applicant and the Missoula CD.

EXAMPLE 3

RPG PROJECT BUDGET

RPG PROJECT BUDGET								
A	B	C	D		E	F	G	H
Description	Unit Number	Unit Cost	Pending	Secured	Riparian Planting Mini-Grant Funds	CASH MATCH from other sources	IN-KIND MATCH	TOTAL COSTS
<i>Itemize project costs under each of the following categories:</i>	(e.g., # of hours)	(e.g., hourly rate)	Mark with "X"			<u>John and Jane Doe, landowner</u>	<u>John and Jane Doe, landowner</u>	(sum of Grant Funds, Cash Match, and In-Kind Match)
LABOR EXPENSES (Salaries/Wages/Benefits): List position and type of work.								
Weed spraying (planting area preparation)	4 hrs	\$17/hr		X			\$ 68.00	\$ 68.00
Planting of trees and shrubs	8 hrs	\$17/hr		X			\$ 136.00	\$ 136.00
Post-planting care (weeding and watering)	8 hrs	\$17/hr		X			\$ 136.00	\$ 136.00
(Personnel Expense Subtotal 1)						\$ -	\$ 340.00	\$ 340.00
MATERIALS & SUPPLIES (Identify individual items that are "used up" in the course of the project.)								
XYZ Ready-to-Use Herbicide for site preparation	1 jug	\$109.99		X		\$ 109.99		\$ 109.99
Sandbar willow (bare root)	100	\$1.89	X		\$ 189.00			\$ 189.00
Booth willow (bare root)	115	\$1.89	X		\$ 217.35			\$ 217.35
Black cottonwood (large container)	14	\$14.00	X		\$ 196.00			\$ 196.00
Quaking aspen (small container)	9	\$2.89	X		\$ 26.01			\$ 26.01
Red-Osier dogwood (small container)	27	\$2.89	X		\$ 78.03			\$ 78.03
Chokecherry (large container)	9	\$14.00	X		\$ 126.00			\$ 126.00
Native Riparian Seed mix	2 lbs	\$26.60/lb	X		\$ 53.20			\$ 53.20
Seedling protector tubes (pk of 250)	1	\$179.25		X		\$ 179.25		\$ 179.25
(Contracted Services Subtotal 2)					\$ 885.59	\$ 289.24	\$ -	\$ 1,174.83
CONTRACTED SERVICES (Identify services and professional/labor costs)								
								\$ -
								\$ -
								\$ -
(Materials & Supplies Subtotal 5)					\$ -	\$ -	\$ -	\$ -
EQUIPMENT RENTAL (Must be necessary to complete the project. Must be supported by quote/rates from local equipment rental supplier.)								
Gas powered post hole digger (for planting holes)	1 day	\$82.80		X		\$ 82.80		\$ 82.80
								\$ -
								\$ -
(Equipment/Software Subtotal 6)					\$ -	\$ 82.80	\$ -	\$ 82.80
MISCELLANEOUS EXPENSES (Identify other expenses necessary to complete the project that do not fit in the categories above.)								
								\$ -
								\$ -
								\$ -
(Misc Expenses Subtotal 7)					\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT EXPENSES					\$ 885.59	\$ 372.04	\$ 340.00	\$ 1,597.63

Percent of project cost covered by Riparian Planting Mini-Grant funds:

55% *This figure will auto calculate from the totals above*

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Expenses to be reimbursed by the RPG award may not be incurred prior to the grant contract being signed by both the Applicant and the Missoula CD.