

Budget Information

- A budget chart must be included in the budget.
- Budget detail must specify total project costs, grant amount requested, and matching funds.
- Grant request can be no more than 50% of the total project costs.
- Budget must identify match funds (cash, value of in-kind contributions).
- Matching funds may not be federal monies and must be directly related to the community forestry project.
- In-kind contributions include in-house or volunteer labor costs, goods and services.
- Volunteer labor/services should be valued as: adults at \$16.50/hour, youths up to age 16 at \$8.25/hour.
- Professional or technical services contributed by businesses or companies may be estimated at commercial/professional rates that are reasonable and customary. (attach additional pages if needed)

SAMPLE BUDGET CHART #1

Project title: Develop and distribute tree care information
Total project cost: \$10,000

	Federal	Non-federal Match (Municipal/local share)
Personnel/fringe		\$4,000
Printing costs	\$5,000	
Distribute		1,000
Total	\$5,000	\$5,000

Notes: Personnel 150 hours @ \$20/hr,
Fringes @ 33%
Printing: 10,000 copies of booklet

SAMPLE BUDGET CHART #2

Project title: Tree Planting
Total project cost: \$6,000

	Federal	Non-federal Match (Municipal/local share)
Personnel/fringe		\$2,000
Trees	\$3,000	
Contracted		
Other		
Equipment		1,000
Total	\$3,000	\$3,000

Notes: Bagged & Burlapped Trees 24 @ \$125;
Equip: 1 backhoe, 10 hrs @ \$100/hour;
Personnel: 80 hours @ \$25/hour

Why is the program/project important to the community?

Identify the legal authority, responsible department, board, committee or commission charged with the development and administration of the program.

Does the legal authority support this proposal?

Yes No

Written permission of the landowner?

Yes No Permission pending

(City, Township, State, Tribe) _____

As designated representative of said applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the Community Forestry Grant Program, including compliance with all applicable federal and state laws and regulations.

Name of Designated Representative (please print)

Signature

Date

APPLICATIONS MUST BE RECEIVED BY JULY 15, 2004.

**Send Completed Applications
(Original & Two Copies) To:**

**COMMUNITY FORESTRY GRANT PROGRAM
FOREST, MINERAL AND FIRE MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952**

Please do not enclose materials in folders or binders.