

**2024 Detailed Budget Form**

**Colorado Inflation Reduction Act (IRA)**

**Urban and Community Forestry (UCF) Grant Program**

**Instructions**:

Download and complete this form as part of the Colorado IRA UCF grant application. If you are submitting the PDF application, include this form as an attachment. If you are submitting the Google Form application, upload this form as an attachment. Additional rows can be added per line item as needed to the table.

**Project Budget:**

The Detailed Project Budget on this form should reflect the entire budget for the project. The Grant Request column should reflect the grant funds being requested. Please ensure that budget numbers are calculated correctly.

* **Personnel / Labor** – Includes personnel working for the applicant who will contribute labor to the project.
  + Provide the hourly rate for each person. Reimbursement requests must be accompanied by payroll documentation and timesheets.
  + Include only staff who work directly for the applicant in Personnel / Labor. Costs for personnel who do not work for the applicant and contractor costs should be included as Contractual Services.
  + Include fringe benefits (approximate costs) for each person as a separate line item.
  + Do not include administrative labor in this budget category; include all administrative costs in the Indirect and Administrative Costs category.
  + For planting projects, include participant support costs for volunteer Tree Steward(s). Tree Steward(s) should be paid a minimum of $150/month as a participant support cost to offset travel and out-of-pocket costs for their volunteer efforts. Volunteers will need to document their time to receive this participant support cost, but they do not need to provide their expenses.
* **Supplies / Materials** – Includes supplies, materials and tools for purchase or rental for the project. Do not include equipment purchases valued over $5,000 per unit as they are not eligible for reimbursement. Irrigation costs may not exceed 15% of the grant total.
* **Contractual Services** – Includes costs for contractor(s) and consultant(s). Provide the hourly rate for each contactor or consultant. Do not include costs for supplies and materials in this budget category.
* **Travel** – Includes grant-related travel expenses for personnel and volunteers working on the project. Do not include food and beverage costs as they are not eligible for reimbursement.
* **Indirect and Administrative Costs** – Includes overhead costs, such as office supplies, operational costs, supervision costs, vehicle-related costs and lease space costs for coordination activities, and administrative costs related to the project, such as personnel contributing administrative labor. **Indirect and administrative costs may not exceed 10% of the Total Project Budget.**
  + Provide the hourly rate for each person who will contribute administrative labor. Include fringe benefits (approximate costs) for each person as a separate line item.
* **Other** – Describe other expected project costs as needed.

**Examples of items that are not reimbursable:** equipment with a per unit value greater than $5,000, food and beverages, investment/selling of grant funds, decoration and costs that do not relate to accomplishing proposed work.

**Grant Reimbursement Process:**

Only costs incurred and paid directly by the applicant are reimbursable. Donations, volunteer hours and equipment use are not reimbursable costs. The reimbursement request process will be addressed after successful grants are awarded. Reimbursements can be requested on a monthly basis.

**DETAILED PROJECT BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Line Item (A)** | **Cost Per Unit /**  **Cost Per Hour** | **Grant Request Per Line Item (in dollars)** **(B)** |
| Personnel / Labor: |  |  |  |
| Supplies / Materials: |  |  |  |
| Contractual Services: |  |  |  |
| Travel: |  |  |  |
| Indirect and Administrative Costs: |  |  |  |
| Other: |  |  |  |
| **Total Project Budget**  **(in dollars)** **(C)** | Not Applicable | Not Applicable |  |

1. **Line Item:** List the name of the item only. Put detailed information about line items in the Budget Narrative section of the application and not in this form. Each line item must be described in detail in the Budget Narrative of the application.
2. **Grant Request Per Line Item:** Provide the grant request for each line item.
3. **Total Project Budget:** Sum the requests for all line items and provide the total grant request for the project.

**SUMMARY PROJECT BUDGET**

|  |  |
| --- | --- |
| **Summary Project Budget** | **Grant Request**  **(in dollars)** |
| Personnel / Labor: |  |
| Supplies / Materials: |  |
| Contractual Services: |  |
| Travel: |  |
| Indirect and Administrative Costs: |  |
| Other: |  |
| **Total Project Budget (in dollars)** |  |