

Itemize each expenditure or match value under Grant, Cash Match or In-kind Match categories	Sample Budget Proposal Detailed Explanation of Expenditures and Match Values	Grant Funding	Cash Match	In-Kind Match
Component 1: Conduct a street tree inventory and prepare a management plan for downtown business district and old town neighborhood.				
Grant Funding				
Consultant fee for inventory and plan	estimated by phone quotes from 3 urban forestry consultants	\$5,500		
Printing inventory report & management plan	50 copies @ \$5 each	\$250		
Inventory software	Canopy software - Natural Path Forestry Consultants	\$2,600		
Cash Match				
Clip boards & inventory supplies	\$100 estimated		\$100	
In-Kind Match				
Tree Board volunteers - data collection	6 hrs/week @ \$21.79/hr for 3 weeks X 6 volunteers			\$2,353
Asst. Parks Dir., David Meadowlark	Project admin. & volunteer coord. - 10 hrs/week @ \$23/hr for 4 weeks			\$920
Plat & street maps by engineering dept.	7 sets @ \$17/set			\$119
Vehicle mileage - tree board volunteers	200 miles @ \$.555/mi. estimated			\$111
Subtotals		\$8,350	\$100	\$3,503
Component 2: Prepare first draft of municipal tree conservation and landscape ordinance.				
Grant Funding				
Reference books	2 copies - U.S. Landscape Ordinances, Abbey @ \$50 ea.	\$100		
	2 copies - Tree Conservation Ordinances, APA @ \$40 ea.	\$80		
Cash Match				
None expected				
In-Kind Match				
Town Planner, Jane Alexander, ASLA	80 hrs research and preliminary draft @ \$35/hr			\$2,800
Tree Board volunteers - research/review samples	8 hrs/month @ \$21.79/hr for 4 months X 8 members			\$5,578
Town Engineer, Fred Bridge	12 hrs review preliminary draft @ \$35/hr			\$420
Town Attorney, Carson Spivey	12 hrs review preliminary draft @ \$45/hr			\$540
Office Assistant - Planning Dept., Karen Stover	16hrs/month @ \$10/hr for 4 months to assist Tree Board & Planning Dir.			\$640
Subtotals		\$180	\$0	\$9,978
TOTALS		\$8,530	\$100	\$13,482

Budget Proposal Form

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Subtotals				
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