Form B—BUDGET SUMMARY FORM

Directions for Completing Part I of the Budget Summary Form:

- Round figures to nearest dollar.
- All expenses must fit into categories provided.
- In the "REAP CEP request" column, list the dollar amounts that are to be supplied with REAP grant money and, in the "Cash and In-kind" columns, list the dollar amounts that are to be supplied by matching source(s).
- Review eligible and ineligible expenses before completing this form. They may be found on page 6 of the REAP CEP Applications and Procedures document.

Directions for Completing Part II

Part II contains three sections in which you are to itemize the various sources of funding, aside from REAP CEP:

1) Proposing organization cash and in-kind
2) Commitments from other sources
3) To be requested from other sources

Complete the highlighted boxes, spelling out all sources of funding (no acronyms) as shown in the example. The "Total Cash & In-Kind" number in Part II (automatically calculated by Excel) should be the same as the total of "Cash & in-kind" listed in Part I. The Excel program will inform you if the numbers do not match.

Applicant contact information should be added at the bottom of the page.

Questions? Contact Jerah Sheets, REAP CEP Coordinator, at reapcep@dnr.iowa.gov or 515-313-8909.

Form B- Budget Summary Form REAP Conservation Education Program

PART I

Category & Description	REAP CEP Request	Cash & in-kind	Total Budget
Personnel	$7,506.00	$13,100.00	$20,606.00
Travel	1,280.00	$1,180.00	$2,460.00
Supplies	$6,582.00	$6,338.00	$12,900.00
Other	$3,120.00	$1,090.00	$4,200.00
Total Direct Costs	$18,468.00	21,698.00	$40,166.00
Indirect Costs	$1,846		
Totals	$20.314.00	$21,698.00	$42,012.00

PART II: Budget breakdown according to cash and in-kind

Proposing organization	Amount
Proposing organization: cash	$4,5800.00
Proposing organization: in-kind	$3,800.00

Commitments from Other Sources (list source(s) below, attach continuation page if necessary)

Cash	Amount
Merck Family Fund	$10,238.00

In-kind

Population Connection	$2,000.00

To be Requested from Other Sources (list source(s) below, attach continuation page if necessary)

Cash	Amount
Teacher registration fees	$1,000.00

In-kind

Kyle Park (use of facilities at no charge)	$80.00

Total Cash & in-kind $21,698.00

*A red line striking out your "Total Cash & In-kind" amount indicates it does not equal your "Cash & In-kind Total" from Part I. Please try again.

Applicant Name:	Date:
Simon Nature Center	5/14/2007

City/State/Zip:	Contact Person:
Tinkler, IA 52220	Sally Wilson

Telephone:	Alternative Telephone:
319-999-9999	319-999-9998

Sample Budget Explanation

Budget explanations are required. The format below is an example of a budget explanation for the Sample Budget shown on the page above. Your budget explanation should detail specific expenditures in each category, and indicate the amount contributed from each source.

SAMPLE ONLY:

Personnel:
Jay Smith, environmental educator at Simon Nature Center, will work approximately 687 hours on this project at $30/hr., including fringe benefits (FB), for a total of $20,606. Simon Nature Center requests $7,506 from REAP CEP. The Nature Center will provide a match of $8,380, and a Merck Family Fund grant will pay $4,720 of Smith's salary and FB.

Travel:
Smith will travel 3488 miles for this project. At .39/mile, the total mileage cost will be $1,360; meals and lodging for 14 days/nights is estimated at $1,100 for a total travel budget of $2,460. Simon Nature Center requests $1,280 from CEP for this component of the project. The Merck Family Fund will pay $1,180 of the travel expenses.

Supplies:
Participating teachers will each receive $30 of EE resources (420 teachers x $30 = $12,600). Simon Nature Center will also need $300 for paper, copies and a website software program for a total Supplies Budget of $12,900. Simon requests $6,562 from CEP. Population Connection, based in Washington, D.C., has agreed to donate $2,000 of resources (see letter of support, Attachment C); Merck will contribute $4,338 to teacher resources.

Other:
In the Other category, Simon Nature Center anticipates $3,120 will be used for contracted services. In addition, 100 teachers will pay $10 registration fees for a total of $1,000. (This $1,000 will be used to pay for food and refreshments.) Another $80 of in-kind support will be provided by Kyle Park Nature Center (they will waive rental fees for the training facilities) for a total budget of $4,200 in the "Other" category. Simon Nature Center requests CEP provide $3,120 for contracted services for TJ Matthews from Greenwood University, who will teach one of the courses (78 hrs @ $40/hr.).