

IWCF Proposal: Budget Template 2019-2020

Use this 2-part form to complete your project budget. Add rows if needed.

Please be as specific as possible when providing these details. DO NOT distribute proposed IWCF funding as a % of dollars across a number of line items.

Be clear which elements specifically require our IWCF dollars. A reasonable overhead percentage is acceptable.

While we need this information to evaluate your request, we do recognize that some details may change over the life of the grant.

Should your organization be awarded a grant, this information will be included in the Grant Agreement contract and serve as the basis for progress reports.

If you would like to see a sample of a completed form, please go to our [website](#).

TO COMPLETE THIS FORM:

- *First you will need to convert this blank document to an editable Word document. To do this, click File/Download as/Microsoft Word and then Save.*
- *Once completed, this will be the document uploaded to the RFP.*

Organization Name: We Love Boise!

Title of Request: Learning about Foothills Conservation for High School Students and Educators

Expense Category	Projected Expense Amount	Proposed Income from IWCF	Income from Others	Date to be Expended	Total Costs
Salary	\$2995	\$1498	\$1498	By June of 2021	\$2995
Salary	\$15,808	\$15,808		By June of 2021	\$15,808
Fringe Benefits	\$2736	\$2316	\$419	By June of 2021	\$2736
Services	\$10,000	\$4003	\$5997	November 2020	\$5997
Services	\$2760	\$2760		November 2020	\$2760
Educator Training	\$3000	\$3000		By June of 2021	\$3000
Neighborhood Event Supplies	\$2000		\$2000	By June of 2021	\$2000
TOTAL	\$39,299	\$29,385	\$9914		\$39,299

Expense Category	Description of Expenses
Salary	Outreach and partnership manager, .025 FTE to oversee project staff, data and evaluation and monitor budget.
Salary	Conservation Coordinator, .40 FTE to manage recruitment, organize speaker trainings, and coordinate Neighborhood Events. Recruit and oversee volunteers.
Fringe Benefits	Fringe benefits are a percentage of salaries and include FICA, unemployment insurance, worker's compensation, retirement and health insurance. Outreach manager estimated at 12% and Conservation coordinator estimated at 28%.
Services	Contract for the I Love Boise! Community program; a two day community building workshop in Foothills Conservation. We have applied to the Dept. of Parks and Recreation to be one of the projects they work with in the next year. There was an application and interview process and they have indicated that our program is a great fit if we can find the resources. They are ready to book foothills conservation field trips with us. Their customary fee is \$10,000 plus travel. We will source the funds from this request and other fundraising dollars. Three biologists work with 20 high school students and educators in this two day experience.
Services	As part of the partnership with Parks and Rec, we will need to cover the travel for our trainers to see other foothills conservation sites and programs. The estimated travel expenses are: airfare (\$500), lodging (\$300), per diem (\$120) which equals \$920 x 3 conservationists totals \$2760.
Educator Training	Coordinator will hold training sessions for new and existing participants, may involve stipend for the trainer.
Neighbor Event Supplies	Includes flyers and program printing, props if needed and light refreshments.

If you have listed any income on the budget above under "Income from Others," please complete the following table (add lines as needed).

Name of foundation or other funding source (excluding individuals)	Amount of funding approved for this project.
We Love the Foothills Neighborhood Association	\$5000
Association of Conservationists	\$4914

Total amount of funding received from individuals (if any):	None at this time
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Please tell us how much money you will need at each interval below in order to meet the objectives you have established on the Goals and Objectives form. The first installment will be paid in May 2020 and will consist of half of the amount of your request for the first year. The next installment will be December 2020. If you are requesting a two-year grant, the last installment will be made in May of 2021.

Funds should be fully expended during the year in which they are received.

<i>May 2020</i>	<i>Dec 2020</i>	<i>May 2021 (for a two-year grant)</i>
\$8757		\$30,542