



Campus Compact

Campuses for Environmental Stewardship Sub-Grants Program

PROJECT BUDGET

Please complete this form, outlining all planned expenditures for your institution's sub-grant, including the required 25% match. Your matching funds may be in-kind. Sub-grant funds requested can total a maximum of \$4000. (*See the sample budget on other-side*).

Please review the *ineligible activities* when planning your budget (*on other-side*). You must keep all itemized receipts and in-kind documentation associated with this budget on file. All grant funds must be expended and in-kind documented by **September 1, 2016**.

Activity	Details	Sub-Grant Funds	Matching Funds	Total
Please total each column to the right →				

Signature of Financial Authority

Date

Printed Name, Title

SAMPLE BUDGET

Activity	Details	Sub-Grant Funds	Matching Funds	Total
Fall Faculty Development Session – Environmental Focus	Payment for presenter and meeting space	\$500	\$200	\$700
Faculty Stipends	Stipends for 4 faculty for course development and community partner relations	\$2,000 (4 x \$500/ea)		\$2,000
Student Transportation to community project site	One-day campus van rental & gas	\$125		\$125
Staff time	Grant administration and project management		\$650 (in-kind)	\$650
Community Project Supplies	Energy efficiency supplies for community project	\$1,375		\$1,375
End of project celebration	Space rental, light refreshments for community partners, students, faculty involved		\$150	\$150
TOTALS →		\$4,000	\$1,000	\$5,000

INELIGIBLE ACTIVITIES

Sub grant funds may not be used for the following activities:

- International travel
- New construction and retrofitting
- Furnishings
- Scholarships
- Indirect or overhead expenses
- Political activities and lobbying
- Capital campaigns and endowments
- Use of tobacco, alcohol or illegal drugs

Related note: Although administrators on salaried full year contracts are not eligible for grant support, their time may be included as cost share. If faculty participation is deemed outside their normal responsibilities, grant funds may be budgeted for faculty stipends (up to 50% of the budgeted amount). Fringe benefit expenses are also treated on an actual cost incurred basis. When a stipend is paid, legally mandated taxes and insurance, and sometimes retirement expenses, are incurred and may be included in the grant budget. Full fringe benefit rates that include health insurance and other benefits may not be charged on stipends.