



# 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. See the sample budget on page 2. Sub-grant funds requested can total up to \$4,500\*.

Please review the ineligible activities when planning your budget. You must keep all itemized receipts and in-kind documentation associated with this budget. \*All grant funds must be fully expended and in-kind documented by August 15, 2020.

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

\_\_\_\_\_  
Signature of Financial Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# SAMPLE BUDGET

Activity	Details	Sub-Grant Funds	Matching Funds	Total
Fall Faculty Development Session – Environmental Focus	Payment for presenter Lunch buffet for attendees 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 x two classes	\$200		\$200
Staff time	Grant administration and project management		\$750 (in-kind)	\$650
Community Project Supplies	Payment to community partner for energy efficiency supplies and water sampling materials	\$1,500		\$1,500
Campus Recognition Event	Food for community partners, students, faculty involved, materials for posters, and meeting space	\$300	\$175	\$475
<b>TOTALS →</b>		<b>\$4,500</b>	<b>\$1,125</b>	<b>\$5,625</b>

## 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

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.