

APPENDIX A

PY 2022 Cuyahoga County Healthy Urban Tree Canopy Project Expenses Worksheet Instructions

HEALTHY URBAN TREE CANOPY PROJECT EXPENSES WORKSHEET INSTRUCTIONS:

To the extent possible all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the Project Expenses Worksheet

1. Complete the Applicant Name, Project Name, and Project Type on the first line
2. Separate Itemized costs for each project component identified in the project (e.g. purchasing trees, mulching, technical assistance, etc... (see page 5 in the Applicant Manual for Eligible Expenses as well as page 6 for Eligible Local Match)
3. Describe each project expense, the source of the expense, the cost basis per unit and the total expenditure. See example Below
4. Divide the expenses among the grant share or local match. Local match can include costs incurred for services, wages, and/or supplies; any third party donation of time services, equipment or supplies; and cash dollars that are donated directly for the project
5. See Example Project Expenses Worksheet Below:

APPLICANT: Cuyahoga County		PROJECT NAME: Cuyahoga Canopy Re-Leaf Project			PROJECT TYPE: Planting	
PROJECT EXPENSE	SOURCE/CONTRACTOR OR STAFF TITLE	QUANTITY	COST PER UNIT	GRANT REQUEST	LOCAL MATCH FUNDS	TOTAL COST
Tree Purchase (see Appendix B Tree Inventory)	Local Nurseries	100	\$75/per young tree	\$7,500.00		\$7,500.00
Installation of Trees	XYZ Arbor Company	400 hrs	\$24/hr	\$9,600		\$9,600.00
Gator Bags	Forestry Distributors	100	\$18/bag	\$180		\$180.00
Watering	Watershed Volunteers	200 hrs	\$12/hr		\$2,400	\$2,400.00
TOTAL ESTIMATED COST				\$19,680.00	Percentage	100%
TOTAL GRANT REQUEST				\$17,280.00	Percentage	88%
TOTAL LOCAL MATCH				\$2,400.00	Percentage	12%