



# GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



## Funding Application Budget Worksheet Tutorial

Application for Legacy Funding

March, 2018

**All Tutorial Instruction is highlighted in RED.**

Begin by  
visiting our  
website.

# GMRPTCommission.org

Click on the “Applications” tab  
to access tutorials, sample  
documents, the data  
management system, and  
more!

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## Applications

### GMRPTC Online Application Portal Updated!

The Greater Minnesota Regional Parks and Trails Commission has re-launched its online application and master planning portal after a significant technical upgrade. Users may once again access the portal for Designation Applications, Master Plans, or Funding Applications. New users must create a user account to use after creating a user account. Returning users are asked to use the “Forgot Password” link to create a new password to go along with their email-based user name.

The Commission has operated an online DMS since 2015. Users access the DMS to apply for designation as a regional park or trail, complete a Master Plan, and apply for funding. A complete user tutorial and support materials are included in the “Application Toolbox.”

If you have any questions or concerns, please contact System Plan Coordinator Joe Czapiewski at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org)

IMPORTANT Application Deadlines

[Application](#)[Application Toolbox](#)

Toolbox

Applications

# Application Toolbox – Updated for 2018

## Application Toolbox

### Designation Applications

GMRPTC Criteria Tutorial  
Application Handout  
Designation Application Tutorial  
Designation Application Contents  
Designation Application Sample Resolution

### Master Planning

Master Plan Requirements  
Master Plan Tutorial  
Master Plan Contents

### Funding Applications

Funding Criteria & Guidelines Updated for 2018!  
Funding Application Tutorial New for 2018! Coming soon...  
Funding Application Contents New for 2018! Coming soon...  
Budget Spreadsheet Template New for 2018! Coming soon...  
Budget Spreadsheet Sample New for 2018! Coming soon...  
Budget Spreadsheet Tutorial New for 2018! Coming soon...  
Funding Sample Resolution

Budget worksheet template form can be found here, along with a sample.

Funding App tools will answer many questions and give you access to forms and samples, including a sample of the budget worksheet!

Questions? Contact Joe at [coordinator@gmprptcommission.org](mailto:coordinator@gmprptcommission.org) or Renee at [renee.mattson@gmprptcommission.org](mailto:renee.mattson@gmprptcommission.org)!

# Funding Application Contents

- Printable copy of the complete contents of the Funding Application.
- Includes important “i” button instructions.
- NEW this year – Map content requirements; Additional information to match DNR contract requirements, and a **fillable budget template**.



## Funding Application Portal Contents

March 2018

FY2020 Funding Application Available 4/2/2018 through 7/31/2018

**Introduction:** The following document outlines the contents of the online Funding Application portal. The portal is available to any City or County in Greater Minnesota that operates a Regionally Designated park or trail facility that is eligible to apply for Legacy Parks and Trails funding. Applications must be completed online at <http://www.gmrptcommission.org/applications.html>. Each bullet is an information item that must be completed in the application, with additional guidance in brackets. Attachments are encouraged and, in some cases, required. For assistance contact the System Plan Coordinator at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org).

### Overview

The REVISED Funding Application Portal is free and available for use by any City or County with a Regionally Designated park or trail that is eligible to apply for Legacy Parks and Trails funding. Applicants for FY2020 funding are required to use the new portal for uploading their application.

This year's application has been updated based on feedback from last year's applicants. Several new items are included in an effort to streamline the application with the DNR application, reducing the paperwork burden for successful applicants who then must enter the DNR contracting system to receive funding. It is important that to gain valuable insight in ways the system can work better for you, please share any comments or suggestions you have with GMRPTC at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org).

**Note:** Should your application be approved for funding, additional addendums will be required in order to complete your funding contract and begin work (see below). Contact the System Plan Coordinator for assistance.

### **\*\*Project Contract Deliverables Note\*\***

*Depending on your project, the following may be required*

If funded, the grant contract will be executed by the DNR on behalf of the Commission. Therefore, all DNR contract requirements must be fulfilled and include, but are not limited to the following:

- Completion of an Environmental Assessment Statement (EAS). Review of the project by the DNR's Endangered Species Environmental Review Coordinator.
- Compliance with water and wetlands regulations.
- Compliance with Minnesota EQB Environmental Review rules.
- Pre-approval of the project from the Minnesota State Historical Preservation Office.
- For trails projects, a completed long term or permanent lease on land not owned by applicant.
- NO funds may be expended until there is a fully executed contract.

# Budget Worksheet - NEW

AutoSave ☐ Off Project Budget Template - Saved to OneDrive Joe Czapiewski

File Home Insert Page Layout Formulas Data Review View Help QuickBooks Tell me what you want to do Share

	A	B	C	D	E	F	G	H	I
1	Project Name				App #			Date	
2	Applicant Organization								
3									
4	Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost	GMRPTC	Local Match	Total Revenue	
11					0			0	
12					0			0	
13					0			0	
14					0			0	
15					0			0	
16					0			0	
17					0			0	
18					0			0	
19					0			0	
20	Construction Total				0	0	0	0	
21	Design/Engineering/Const. Admin.				0			0	
22	Soft Cost Total				0	0	0	0	
23									
24	Total Project				0	0	0	0	
25	Total Percentage					#DIV/0!	#DIV/0!		
26									
27	Non Eligible Expenses Item Details								
28					0				
29					0				
30					0				
31	Non-Eligible Total				0				
32									
33	Grand Total				0				

Sheet1

Ready

100%

This is the downloadable, fillable budget template. We have developed it based on applicant requests and DNR requirements. A sample worksheet is provided along with this tutorial in the Toolbox. Please let us know if you have questions, issues, or suggestions on how to improve the template.

# Worksheet Basics

Line 1 items  
are replaceable

Column headers  
tell you what  
should be  
entered below.

Cells that already  
have a “0”  
entered will auto-  
calculate.

Fill in rows with information according to the column header above it.

Rows can be added by right clicking on the row # and selecting “Insert.”

Hover your cursor over the red triangles for instructions for that cell.

# Step 1: Fill in Top Row

Hover over the red triangles for more information.

Replace the text for “Project Name,” “App#”, “Applicant Organization” and “Date” with the proper information for your project.

Project Budget Template - Saved to OneDrive							
Joe Czapiewski							
Tell me what you want to do							
Share							
A	B	C	D	E	F	G	H
1	Project Name			App #			Date
2	Applicant Organization						
3							
4	Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost	GMRPTC	Local Match
11					0		0
12					0		0
13					0		0
14					0		0
15					0		0
16					0		0
17					0		0
18					0		0
19					0		0
20	Construction Total			0	0	0	0
21	Design/Engineering/Const. Admin.			0			0
22	Soft Cost Total			0	0	0	0
23							
24	Total Project			0	0	0	0
25	Total Percentage			#DIV/0!	#DIV/0!		
26							
27	Non Eligible Expenses Item Details						
28				0			
29				0			
30				0			
31	Non-Eligible Total			0			
32							
33	Grand Total			0			

## Step 2: Enter eligible budget items

Reference and Item Details should relate directly to items in your budget narrative in the portal. See sample.

On Row 11-19, enter all eligible acquisition and construction hard costs. Add rows as necessary by right clicking on the row number and selecting “Insert.”

Enter numbers for quantities and price per unit. i.e. 10,000 is the number of yards of gravel, and 4.75 is the cost of a yard of gravel.

Enter the dollar amount being requested in GMRPTC Legacy funds, and the amount of local match applied to that item.

Columns E and H will auto-total, and should be the same amount on each line.

Columns E and H  
will auto-total on  
line 20 as well!

The screenshot shows a spreadsheet titled "Project Budget Template - Saved to OneDrive". The spreadsheet has columns labeled C through J. Row 4 is the header row for the main data table, with columns: Reference, Eligible Item Details, Quantity, Unit Cost/Item, Total Cost, GMRPTC, Local Match, and Total Revenue. Rows 11-19 are highlighted in light blue. Callouts provide instructions for data entry:

- Top Left Callout:** "Reference and Item Details should relate directly to items in your budget narrative in the portal. See sample."
- Bottom Left Callout:** "Columns E and H will auto-total, and should be the same amount on each line."
- Center Callout:** "Enter the dollar amount being requested in GMRPTC Legacy funds, and the amount of local match applied to that item."
- Right Callout:** "On Row 11-19, enter all acquisition and construction costs. Add rows as necessary by right clicking on the row number and selecting 'Insert'."
- Bottom Left Callout (partial):** "Columns E and H will auto-total on each line as well!"
- Center Callout (partial):** "Enter numbers for quantities and price per unit. i.e. 10,000 is the number of yards of gravel, and 4.75 is the cost of a yard of gravel."

The spreadsheet shows a "Construction Total" row (row 20) and a "Non-Eligible Total" row (row 31). The "Grand Total" row (row 33) shows a total of 0 in column H.

# Connection to Budget Lines in Application

The online application asks for summary lines from many of the budget spreadsheet calculations, as well as a supportive narrative/cost breakdown for item details. The application and the worksheet complement each other – make sure they add up the same!

Create a narrative that explains or supports each of the item details in the project budget. I.e. if there is a budget category for widgets, describe how many widgets, where they will be used and a little about their importance to project success. Reference each item detail in the Excel worksheet consistently.

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GMRPTC Login Greater Minnesota Re Trello JFCSS JFCSS - Log In JFCSS Control Panel GMRPTC MChimp Other bookmarks

Overview Dashboard Logout

Required field

Project Cost Breakdown ⓘ

Required field

# Step 3: Add eligible soft costs

AutoSave Off Project Budget Template - Saved to OneDrive Joe Czapiewski

File Home Insert Page Layout Formulas Data Review View Help QuickBooks Tell me what you want to do Share

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Project Name				App #			Date							
2	Applicant Organization														
3															
4	Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost	GMRPTC	Local Match	Total Revenue							
11					0			0							
12					0			0							
13					0			0							
14					0			0							
15					0			0							
16					0			0							
17					0			0							
18					0			0							
19					0			0							
20	Construction Total				0	0	0	0							
21	Design/Engineering/Const. Admin.				0			0							
22	Soft Cost Total				0	0	0	0							
23															
24	Total Project														
25	Total Percentage					#DIV/0!									
26															
27	Non Eligible Expenses	Item													
28															
29					0										
30					0										
31	Non-Eligible Total				0										
32															
33	Grand Total				0										

Sheet1

Ready

100%

Eligible soft costs for design, engineering and construction administration cannot exceed 10% for parks projects and 20% for trails projects.

Add a total cost for allowable design, engineering, or construction administration.

Don't forget to break the revenue down between Legacy and local match!

# Step 4: Enter non-eligible budget items

AutoSave ☐ Off Project Budget Template - Saved to OneDrive

File Home Insert Page Layout Formulas Data Review View Help QuickBooks Tell me what you want to do

	A	B	C	D	E	F	G	H	I
1	Project Name				App #			Date	
2	Applicant Organization								
3									
4	Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost	GMRPTC	Local Match	Total Revenue	
11					0			0	
12					0			0	
13					0			0	
14					0			0	
15					0			0	
16					0			0	
17					0			0	
18					0			0	
19					0			0	
20	Construction Total				0	0	0	0	
21		Design/Engineering/Const. Admin.			0			0	
22	Soft Cost Total				0	0			
23									
24	Total Project				0	0			
25	Total Percentage					#DIV/0!			
26									
27	Non Eligible Expenses	Item Details							
28					0				
29					0				
30					0				
31	Non-Eligible Total				0				
32									
33	Grand Total				0				

Sheet1

Ready

Enter non-eligible budget items (see list in the Funding Criteria and Guidelines sheet) on lines 28-30. Add additional lines as necessary by right clicking your cursor on the row number and selecting "Insert."

Reference, Item Details, Quantity, and Unit Cost are the only columns necessary to complete for non-eligible budget items.

A grand total for your project should now appear! Make sure it lines up with your own estimates.

# Transferring Budget Information

Now that you have completed the budget, it is time to transfer that information to the Funding Application in the portal. We recommend the following steps, displayed on the following pages:

---

- A. Verify that the information you have entered is correct and adequate to complete the project.
- B. Verify that the budget line items match the item descriptions in the “Project Cost Breakdown” narrative in the online application.
- C. Enter the total Grant Funding Request in the online portal. The total Legacy funding request should equal the total at the bottom of column F of the template.
- D. Enter the local match amounts and sources in the online portal. The total local match from these sources should match the total for the local match in column G of the template.
- E. Enter the amount needed for non-eligible budget items (Line 31, column E) into the “Non-Eligible Local Match field in the portal. Describe each item in the field “Non-Eligible Item Description.”
- F. In the “Total Funding” field, enter the total ELIGIBLE project cost (Line 24 column E), both requested and local match. Enter the percentage of local match from column G.
- G. Attach all funding and match resolutions or documentation.
- H. Attach the completed budget worksheet.

# Budget Information

## Project Cost Breakdown ⓘ

Budget line items should match the item descriptions in this narrative text box.

Required field

## Funding Request Breakdown

Please use valid currency formats (e.g. \$100)

Enter the total being requested in GMRPTC Legacy funds

## Grant Funding Request ⓘ

Grant Funding Request

Required field

## Eligible Local Match

### Local Match #1 ⓘ

Local Match #1

Required field

Enter the eligible local match amounts and sources.

### Funder #1 ⓘ

Funder #1

# Budget Information cont...

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Apps | Yahoo Mail | JFCSS Email | GMRPTC Email | Facebook | GMRPTC | GMRPTC Login | Greater Minnesota Regional Parks and Trails Commission | Trello | JFCSS | JFCSS > Log In | JFCSS Control Panel | GMRPTC MChimp | Other bookmarks

Overview Dashboard Logout

**Non-Eligible Local Match** ⓘ

Required field

**Non-Eligible Item Description** ⓘ

Required field

**Total Funding** ⓘ

NaN

Only Integer values allowed

**Percentage of local match** ⓘ

0

**Completion Timeframe** ⓘ

Completion Timeframe

Required field

**Funding Request Resolutions** ⓘ

**Funder #1**

Funder #1

Required field

**Funder #1 Resolutions**

Choose File No file chosen

**Funder #2**

Funder #2

**Funder #2 Resolutions**

Choose File No file chosen

Enter the total non-eligible budget (column E, line 31)

Describe each non-eligible budget item.

Enter the percentage of local match.

Don't forget to enter the completion timeframe (in months)

Enter the total ELIGIBLE budget for the project.

Resolutions are required from all qualified City and County partners. Proof of match is required from all other sources.

# Budget Information cont...

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Apps | Yahoo Mail | JFCSS Email | GMRPTC Email | Facebook | GMRPTC | GMRPTC Login | Greater Minnesota Re | Trello | JFCSS | JFCSS > Log In | JFCSS Control Panel | GMRPTC MChimp | Other bookmarks

Overview Dashboard Logout

**Budget Worksheet** ⓘ  
A completed version of the budget template pre

Choose File No file chosen

**Appraisal** ⓘ  
Choose File No file chosen

**Note:** Should your application be approved for funding, additional addendums will be required in order to complete your funding contract and begin work (see below). Contact the System Plan Coordinator for assistance.

**\*\*Project Co**  
Depending on your

If funded, the grant contract will be executed by the DNR on behalf of the  
not limited to the following:

- Completion of an Environmental Assessment Statement (EAS). Review
- Compliance with water and wetlands regulations.
- Compliance with Minnesota EQB Environmental Review rules.
- Pre-approval of the project from the Minnesota State Historical Preserv
- For trails projects, a completed long term or permanent lease on land n
- NO funds may be expended until there is a fully executed contract.

ProjectBudgetTem....xlsx

Show all

**Please complete your budget worksheet and submit with the application. Double check to make sure all information on the spreadsheet and in the portal match!**

**Your budget information should now be complete! Our goal is to ensure that all projects will be clear, complete, competitive, and that we can reduce paperwork by aligning our application process with the DNR grant management requirements. Please contact us if you have any questions!**