GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION

CLEAN WATER LAND & LEGACY AMENDMENT

Funding Application Budget Worksheet Tutorial

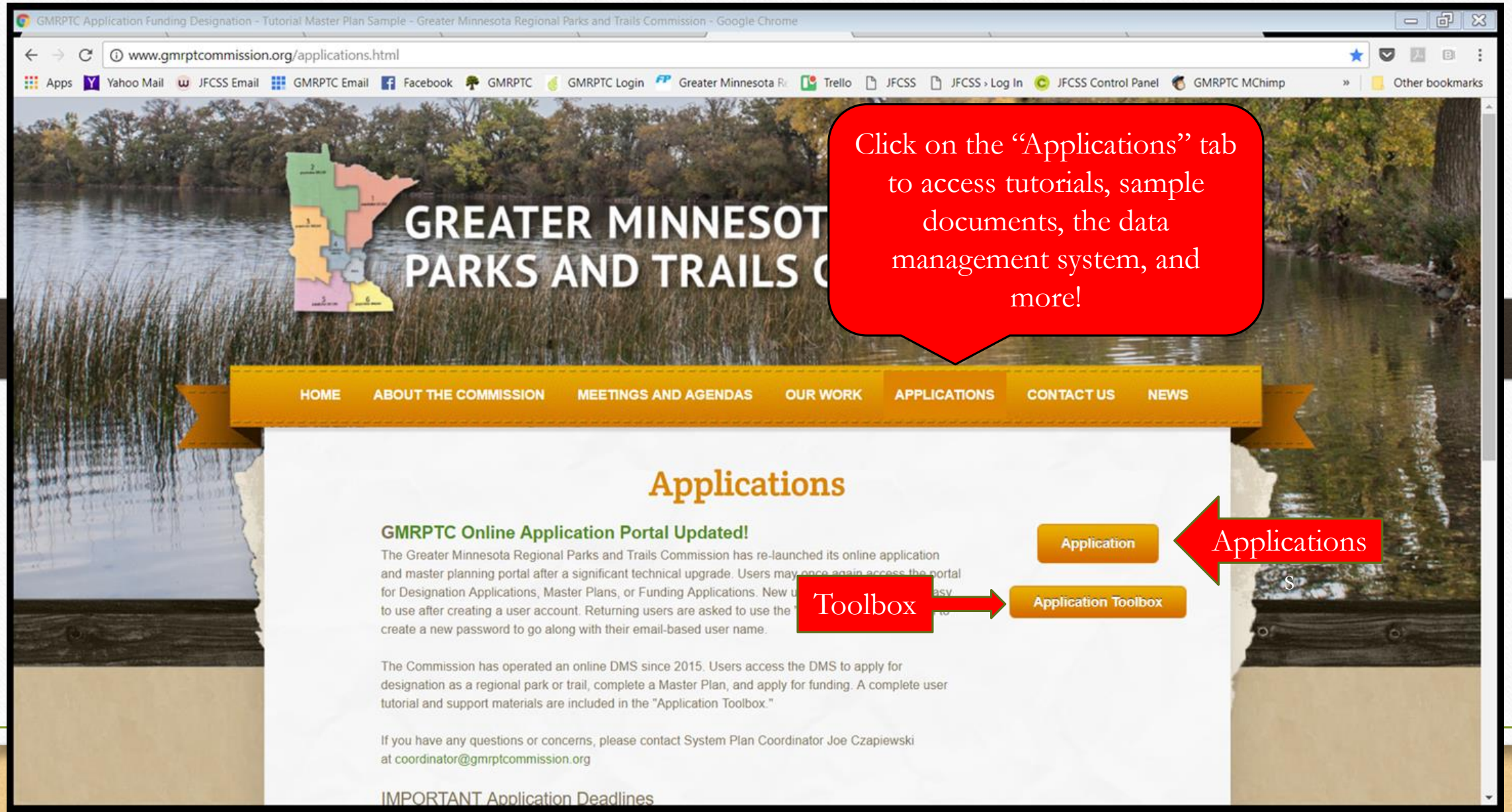
Application for Legacy Funding

March, 2018

All Tutorial Instruction is highlighted in RED.

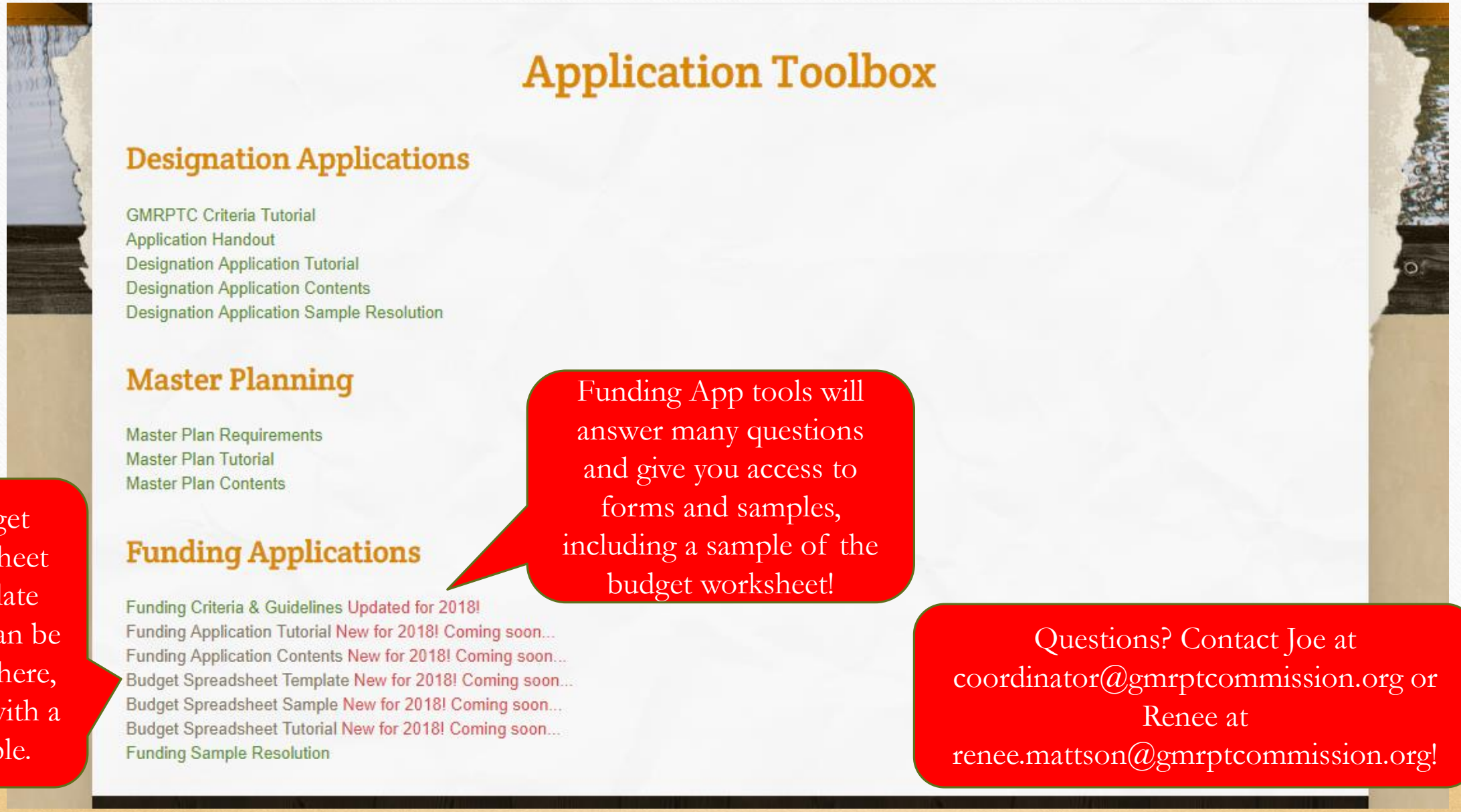
Begin by visiting our website.

GMRPTCommission.org



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

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

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

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

Questions? Contact Joe at coordinator@gmrptcommission.org or Renee at renee.mattson@gmrptcommission.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.

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.

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.

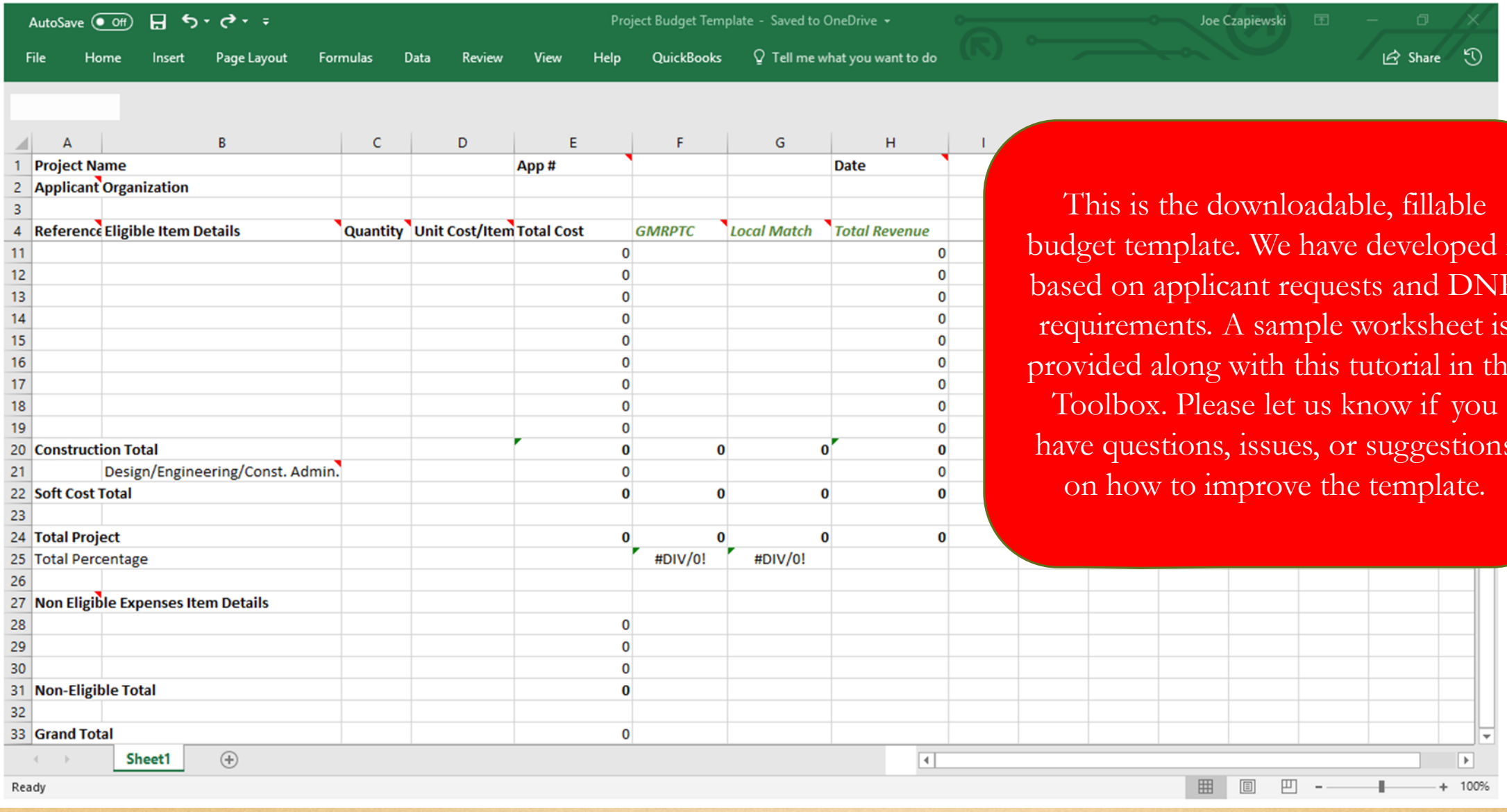
****Project Contract Deliverables Note****

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.

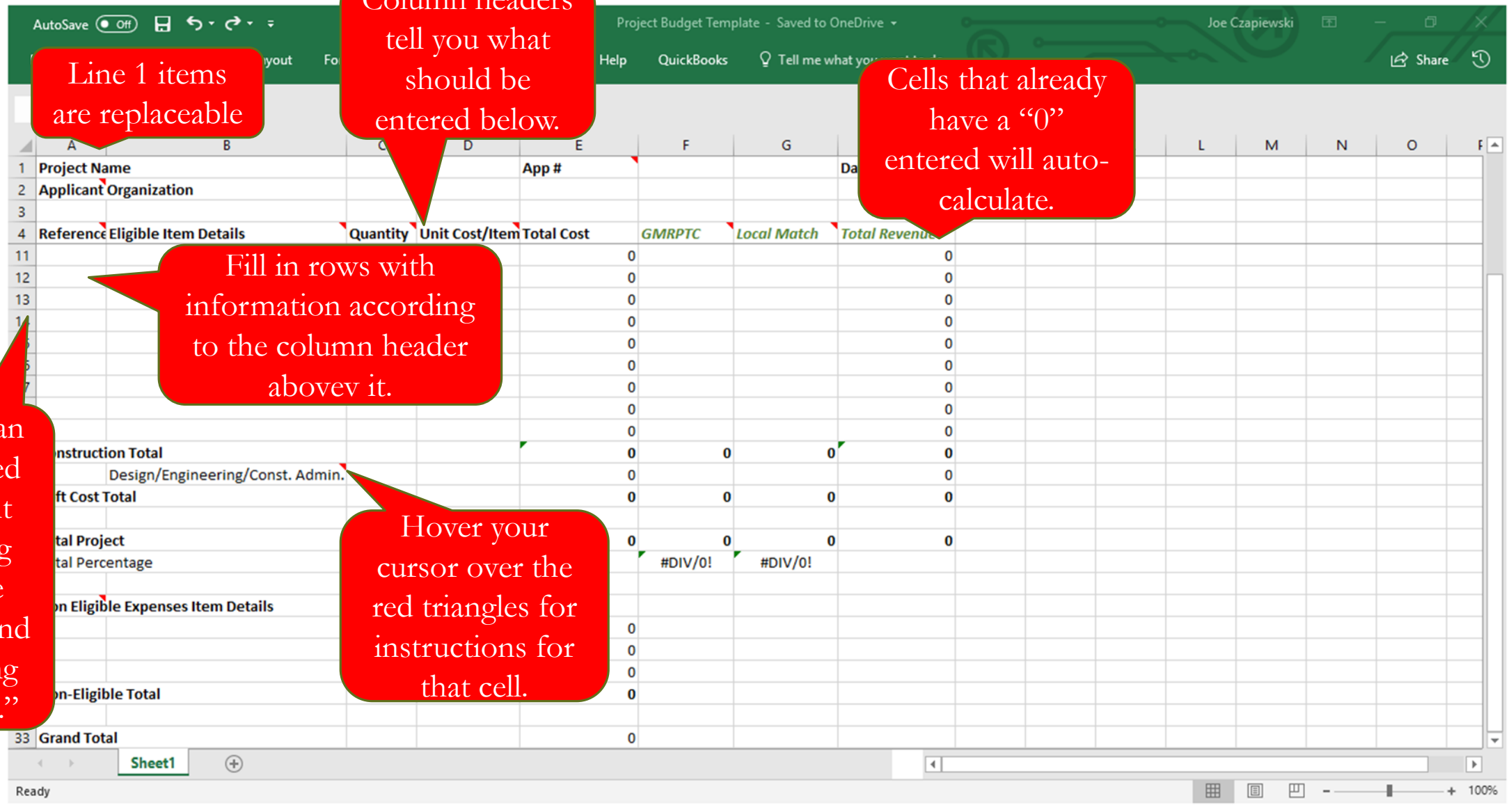
Budget Worksheet - NEW



	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*	*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			

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.

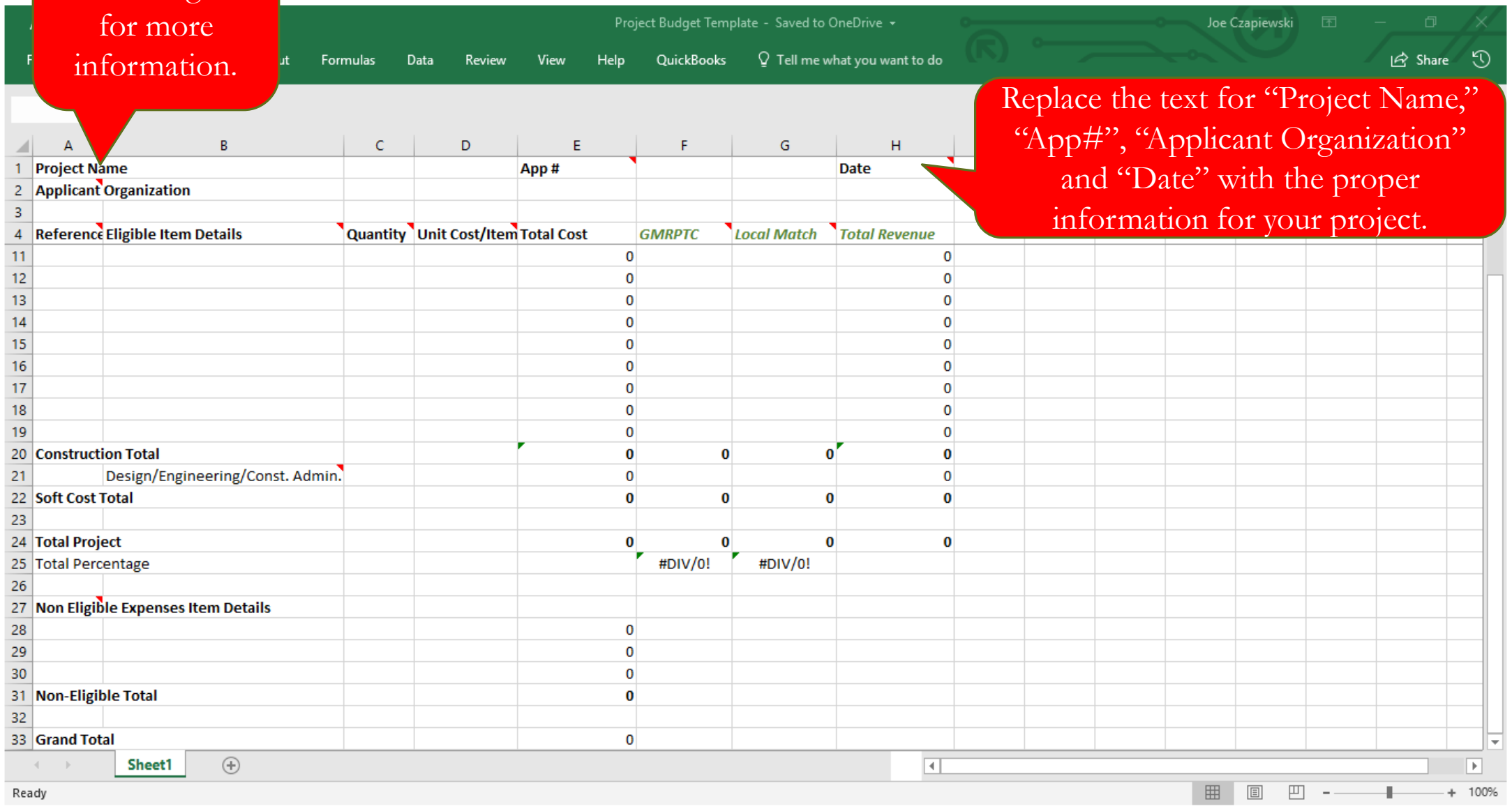
Worksheet Basics



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.



	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***	***Total Revenue***
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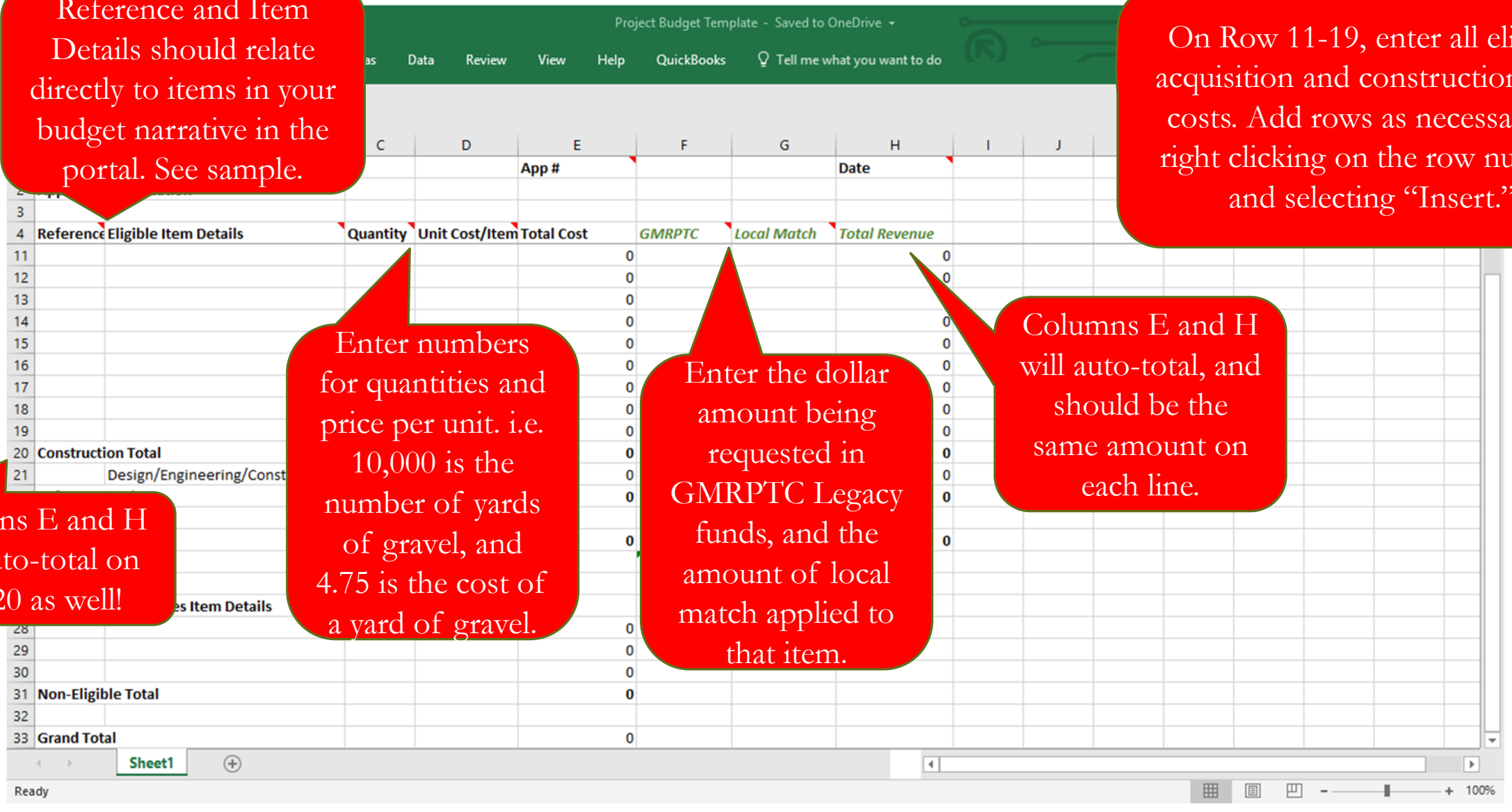
12					0			0
13					0			0
14					0			0
15					0			0
16					0			0
17					0			0
18					0			0
19					0			0
20	**Construction Total**				**0**	**0**	**0**	**0**
21		Design/Engineering/Const. Admin.			0			0
22	**Soft Cost Total**				**0**	**0**	**0**	**0**
23								
24	**Total Project**				**0**	**0**	**0**	**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."



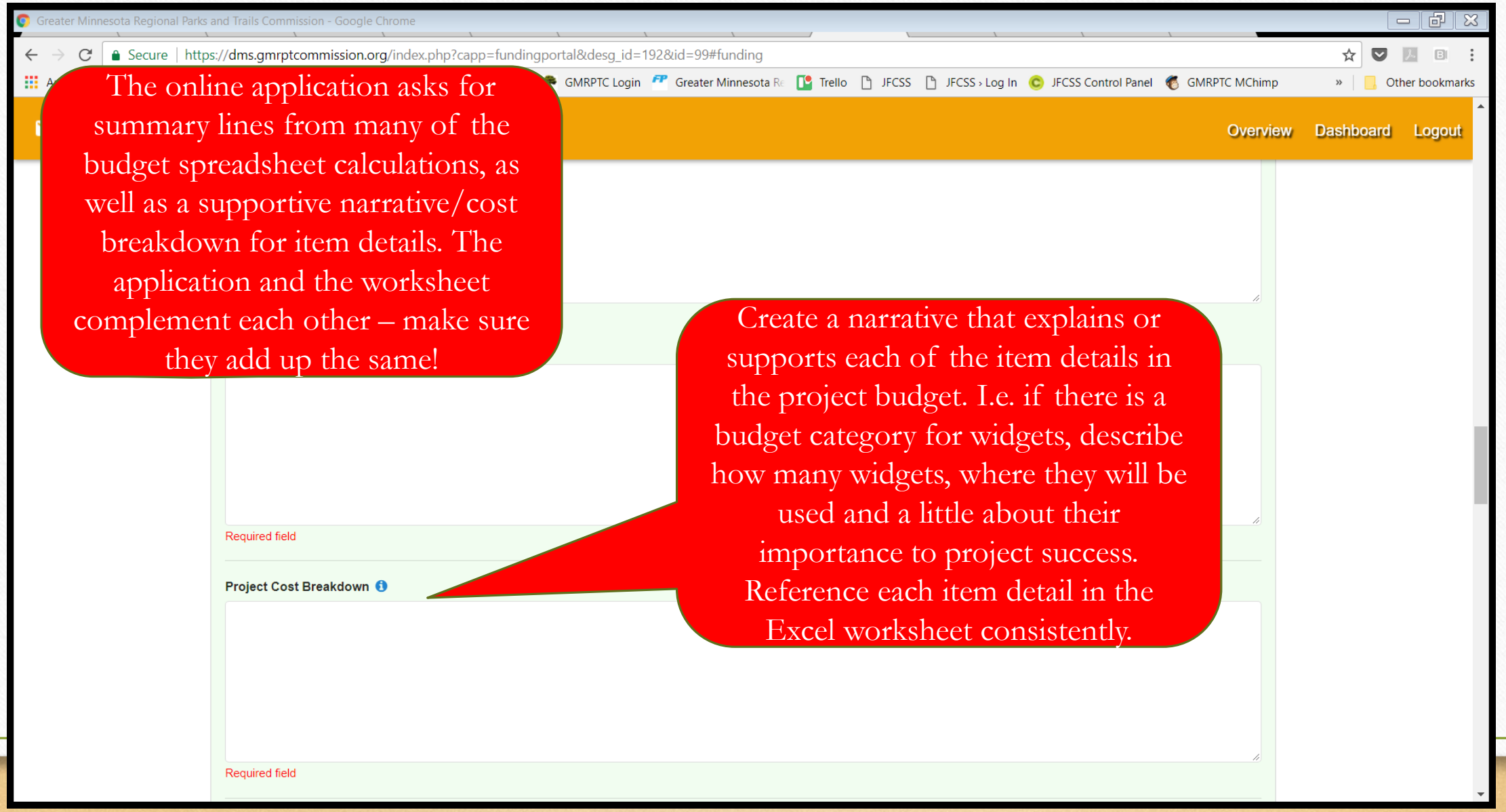
Columns E and H will auto-total on line 20 as well!

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.

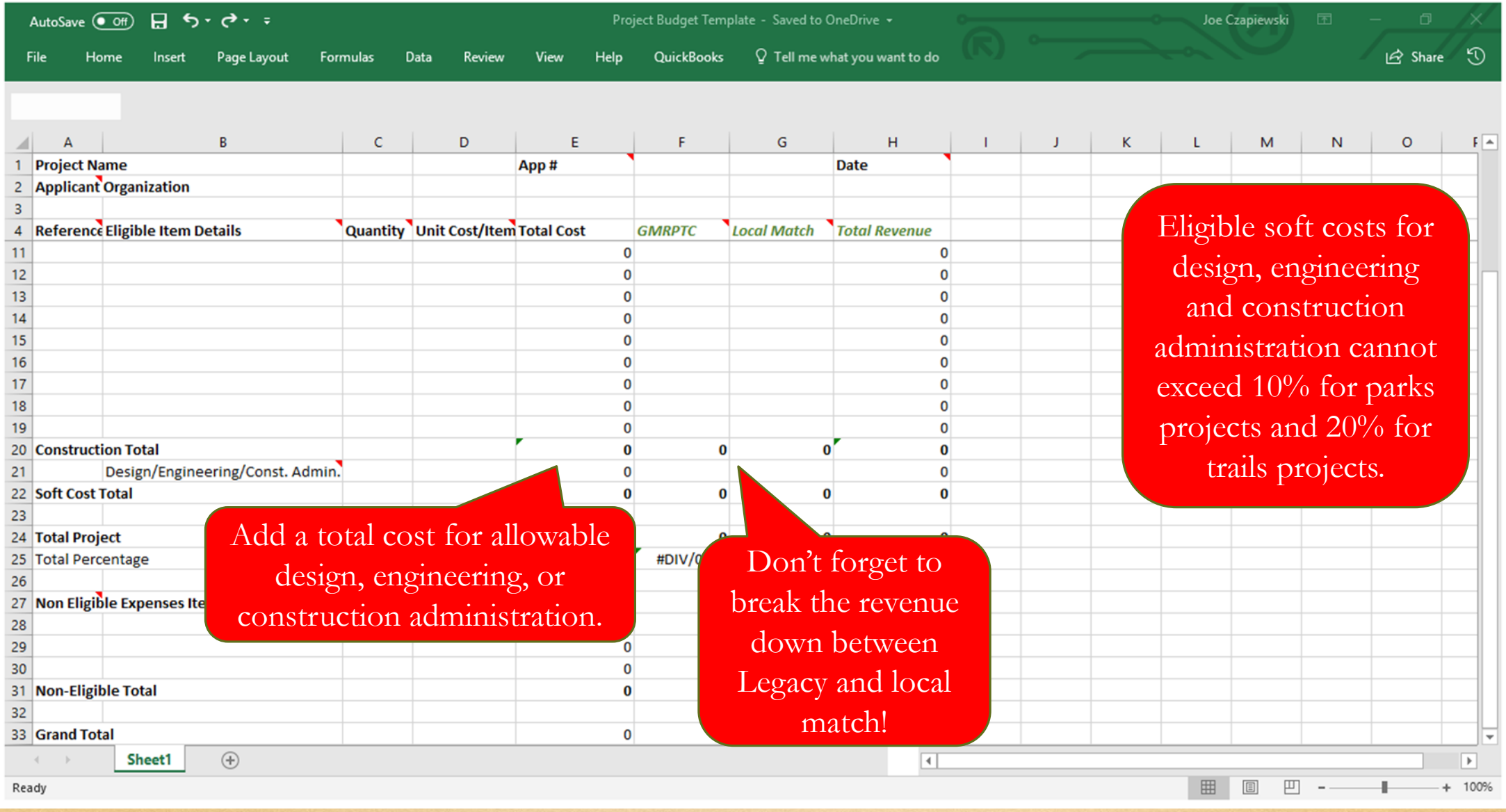
Connection to Budget Lines in Application



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.

Step 3: Add eligible soft costs

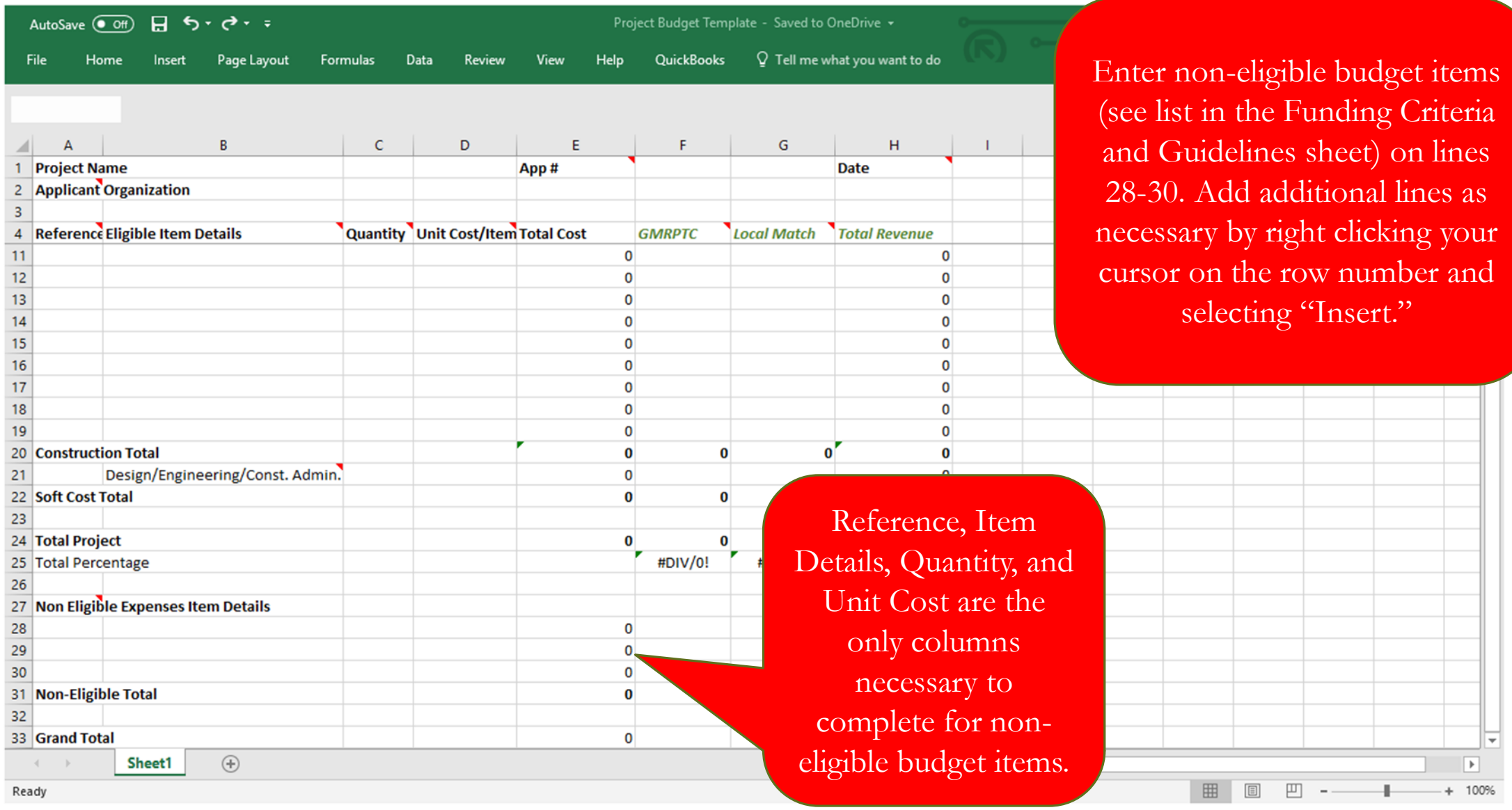


Add a total cost for allowable design, engineering, or construction administration.

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

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

Step 4: Enter non-eligible budget items



	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*	
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17					0			0	
18					0			0	
19					0			0	
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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				

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."

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

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

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

Enter the eligible local match amounts and sources.

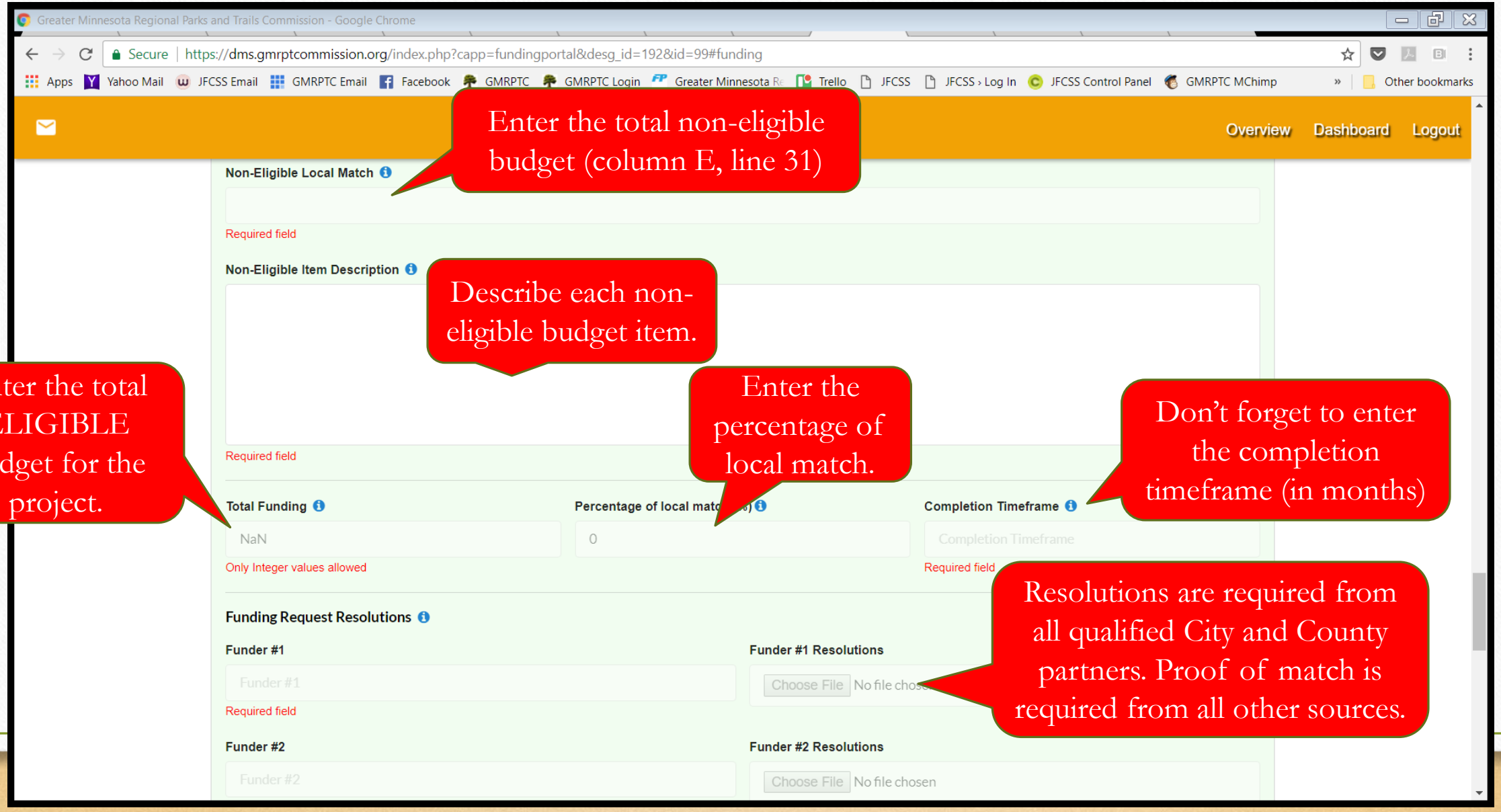
Local Match #1

Required field

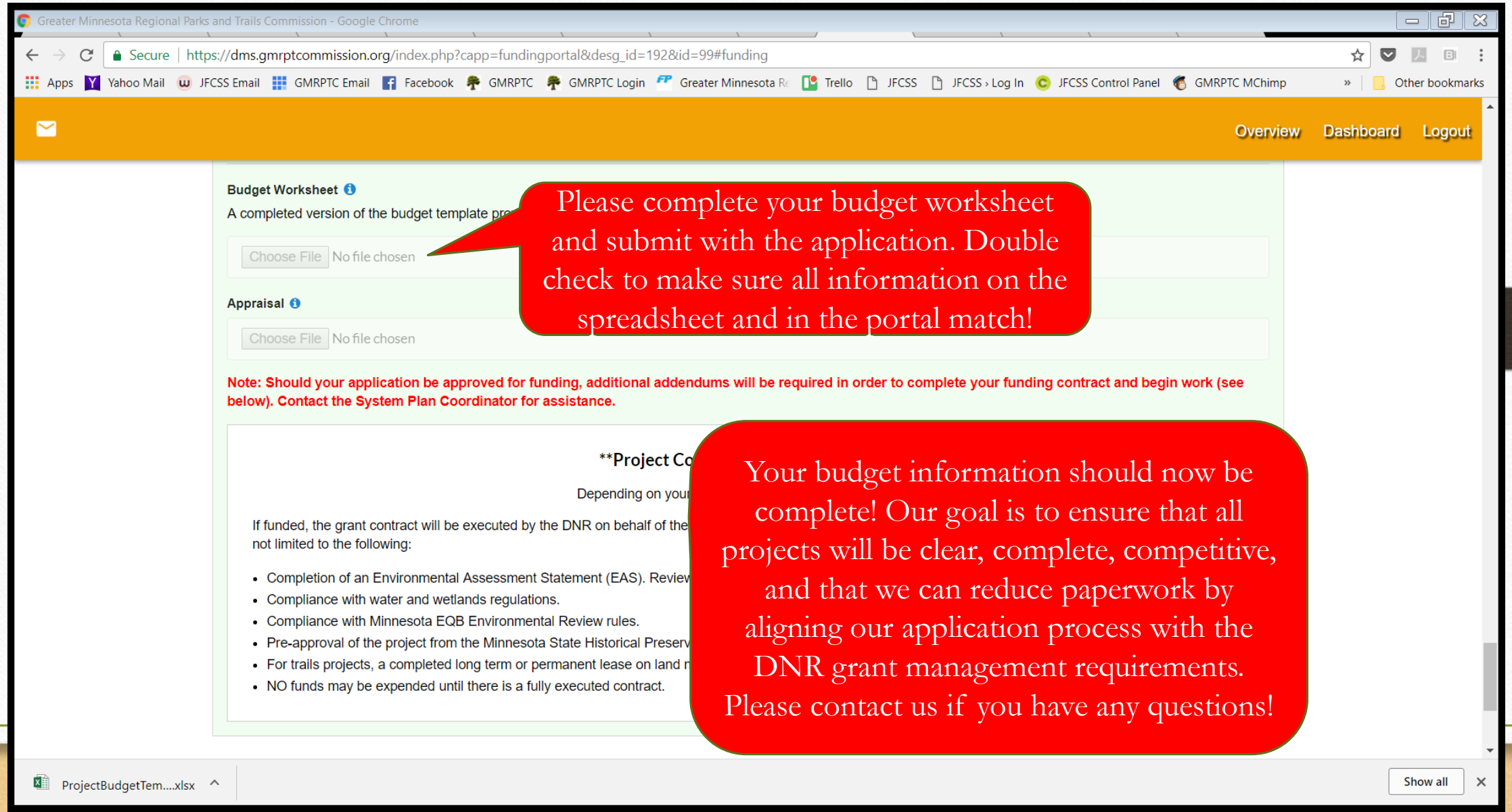
Funder #1

Funder #1

Budget Information cont…



Budget Information cont…



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!