Project Budget Guidelines

Expense Item

- Be specific. List materials and product specifications. Include quotes, bids, and proposals as supporting documents.
- Material items should include unit price and quantity.
- Labor, professional services and project management should include # of hours and hourly rate. (Grant funds cannot be applied to project management services.)

Total Cost

- Total cost of expense

Grant Request

- Our grants require a minimum of a 1 to 1 match.   You may not request a greater dollar amount than your matching funds.
- Small Change Grant requests may be up to $2,500.
- Community Building Grant requests may be from $3,000 to $50,000. *First time Park Pride Grant recipients* may request up to $10,000.
- Legacy Grant requests may be from $50,000 to $100,000. *First time Park Pride Grant recipients* are not eligible for Legacy Grants.

Matching Funds

- Matching funds are funds raised by the community to reach the 1:1 match.
- Your matching funds must be *at least* half of your total project budget.
- Match must be used for materials, labor, etc. directly related to the current project.
- A minimum of 10% of matching funds must be cash contributions from the community (from residents, local businesses, local fundraisers, etc.).
- Volunteer labor can be used for up to 10% of the match (50% for Small Change Grants).
- Cash refers to dollars raised. In-kind refers to materials, services, volunteer hours, etc.
- Total match is the total of all matching funds.

Source of Matching Funds

- Please be specific and describe sources of BOTH cash and in-kind donations for each expense listed.

Confirmed

- Indicate matching funds are confirmed or not by typing a Y (yes) or N (no) in the right-hand column.