



## **Kansas Green Schools Grant Program**

### **SAMPLE AIR QUALITY/ENERGY GRANT BUDGET**

**A sample air quality/energy grant budget follows this page. Please review this sample budget prior to submitting your grant application. If you still have questions, please contact Shari Wilson at [swilson@kacee.org](mailto:swilson@kacee.org) or Kathleen Waters at [kwaters@kdheks.gov](mailto:kwaters@kdheks.gov).**

## SAMPLE AIR QUALITY/ENERGY GRANT BUDGET

4. **TOTAL BUDGET:** Please provide grant amount requested and related match for each of the following categories. **\*No match is required for this grant, although it is encouraged in order to show community support and make your application stronger.** Total for the **Grant Request** column may not exceed \$4,500.

	Grant Request	*Match Amount	Total Cost for this Category
SALARIES	\$ <u>  N/A  </u>	\$ <u> 2,000.00 </u>	\$ <u> 2,000.00 </u>
TRAVEL	\$ <u> 250.00 </u>	\$ <u>                  </u>	\$ <u> 250.00 </u>
SUPPLIES	\$ <u> 1,000.00 </u>	\$ <u>                  </u>	\$ <u> 1,000.00 </u>
EQUIPMENT	\$ <u> 2,500.00 </u>	\$ <u>                  </u>	\$ <u> 2,500.00 </u>
PROF. SERVICES	\$ <u>  750.00 </u>	\$ <u>                  </u>	\$ <u>  750.00 </u>
OTHER	\$ <u>                  </u>	\$ <u>  750.00 </u>	\$ <u>  750.00 </u>
<b>TOTAL</b>	<b>\$ <u> 4,500.00 </u></b>	<b>\$ <u>  2,750.00 </u></b>	<b>\$ <u> 7,250.00 </u></b>
PERCENTAGE OF TOTAL	62 %	plus	38% equals <span style="border: 1px solid black; width: 100px; text-align: center;">100 %</span>

### BUDGET NARRATIVE

**We require an explanation for each line item in your TOTAL BUDGET above. Matching funds include both cash and in-kind or volunteer services donated to the project.**

- Salaries: May include costs such as utility company staff time to prepare the ground for a wind turbine and install the turbine, teacher time spent on a project that is beyond normal working hours, or any volunteer time spent on the project. (This grant cannot pay for salaries, so please include these items under **match amount**).
- Travel: May include costs such as bus transportation for a student field trip to a local wind farm. (May be either a **grant request** or used as a **match amount**).
- Supplies: May include costs such as air quality monitoring equipment to be used in the project. Please list all of the items with their costs. (May be either a **grant request** or used as a **match amount**.)
- Equipment: May include costs such as a wind turbine. Please specify what kind of turbine or other equipment will be included in your project. (May be either a **grant request** or used as a **match amount**).
- Professional Services: May include costs such as contracting with a local organization (specify the organization) to conduct a professional development workshop for your teachers, or other consulting services. (May be either a **grant request** or used as a **match amount**.)
- Other: May include costs such as design and production of a brochure to let the community know about your project. (May be either a **grant request** or used as a **match amount**).