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MISSISSIPPI  
WATERSHED  
MANAGEMENT  
ORGANIZATION

## STEWARDSHIP FUND PROGRAM

### Budget Form – Directions

Use the MWMO Stewardship Fund Budget Form to detail anticipated project expenses and how MWMO grant funds would be used for specific line items. Replace “Fill in this line” with project specific information. Formulas are already in place. After all entries have been made, the totals and the percentage of match will be automatically calculated.

- All projects are different – only fill in the amount of rows needed for your project
- Use as much detail as possible to help grant reviewers understand how funds will be spent (see examples below).
- The “OK” and “ERROR” notations are intended to help confirm that lines are adding up correctly. If the project expenses and grant requests have both been entered, the notation should be “OK” – if not, please double-check your distribution between MWMO Grant Request and the matching funds columns to make sure they are equal to the expense.

$$\text{Expense} = \text{MWMO Grant Request} + \text{Matching Funds}$$

- A 25% match is required for Planning & Action Grants. The match may be other grant funding, cash, or in-kind donations, such as volunteer labor or donated materials. Please identify other sources of funding in your application to illustrate the full scope of the project.

#### Professional Services examples:

Staff time, Design consultants, Graphic designers, etc. Please use separate line items for each consultant.

#### Reimbursable Expenses examples:

Contractor fees: Excavation, installation, etc.

Construction materials: Soil, compost, plants, etc.

Educational materials: Flyers, handouts, copies, etc. (must be project-related)

Disposable supplies: Paper, compostable bags, compostable utensils, etc.

Food: Refreshments for project-related events, community forums, educational workshops or trainings, etc.

Facility Rental: Hourly rental space for project-related meetings or events. May not include organization rent.

#### Expenses that are NOT ELIGIBLE:

- Costs incurred before a funding Agreement is signed
- Any costs not directly related to the project
- Costs associated with activities that are a normal part of the organization’s activities

- General overhead or administrative fees not specific to the project
- Features that are considered aesthetic only
- Regulatory requirements. (MWMO funding can only be used toward practices that exceed regulatory requirements)

Please submit the completed budget form with Application digitally to MWMO Staff. Please contact us if you have any questions.