

Budget Form for 2025 RTP Projects

See the RTP Grant Application Guidance for what is eligible and instructions to help you complete the Project Budget and Sponsor Match sections. Enter information in the white outlined cells only. Only eligible project costs will be allowed.

Expense Name	Description/Calculation Explanation	RTP Requested Amount	Match Amount (Cash or in-kind value)
A. Environmental Permitting, Archeology, Surveying and Planning Costs			
Planning	Fall 2024. Planning, pricing, estimating, grant writing.		
	\$32.73 x 40 hours (Charlotte Trails Committee)		\$1,309.00
	Sub-Total:	\$0.00	\$1,309.00
B. Grant/ Project Administration			
Project Coordinator	\$60 x 40 hours (2 members of Committee are professionals)		\$2,400.00
	Sub-Total:	\$0.00	\$2,400.00
C. Construction On-Site Labor			
Paid Labor (Project Manager, Work Crews, Professional Contractors, Services) and Donated On-Site Labor (Volunteers)			
Contracted Trail Builder	Based on quotes and previous services	\$13,770.00	
Project Manager	\$60 x 40 hours (2 members of Committee are professionals)		\$2,400.00
Volunteer Trail Labor	\$32.73 x 80 hours		\$2,618.00
	Sub-Total:	\$13,770.00	\$5,018.00
D. Hand Tool Purchase			
Shovels, rakes, loppers, wheelbarrel	In-kind donation		\$250.00
	Sub-Total:	\$0.00	\$250.00
E. Construction Equipment Rental			
	Sub-Total:	\$0.00	\$0.00
F. Construction Materials/Supplies			
Crushed Stone	934 tons x \$20. Based on 2024 purchases. Plus cash match.	\$18,680.00	\$1,000.00
Delivery	48 loads x \$150/load. Based on 2024 services.	\$7,200.00	
	Sub-Total:	\$25,880.00	\$1,000.00
G. Education Programming/Publication Costs			
	Sub-Total:	\$0.00	\$0.00
H. Other Eligible Project Expenses Not Listed Above			
	Sub-Total:	\$0.00	\$0.00
		Total Grant Request	Total Match
		\$39,650.00	\$9,977.00

Total Project Cost	\$49,627.00
Match Rate (Minimum match of 20% of the project's total cost required)	20%

This budget template is meant as a guide. Please add additional rows if appropriate.

NOTE: If awarded, plan that the earliest start dates for you to contract external professionals will be July 14, 2025. Budgets should take into account the likelihood of reasonable increases in project services and materials.