



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
(651) 644-8888 • capitolregionwd.org

MAINTENANCE GRANT REIMBURSEMENT

PLEASE SUBMIT FORM AND REQUIRED MATERIALS TO:
Alexandra Morrison amorrisson@capitolregionwd.org

INSTRUCTIONS:

Due by December 1st of each year. Include work completed this calendar year. CRWD staff will use the information submitted to calculate the final grant reimbursement amount. Attach additional sheets as necessary.

GRANT CONSIDERATIONS:

- CRWD will reimburse 50% (75% if in Focus Area) of total eligible maintenance value
- Grant reimbursement cannot exceed Actual Costs spent
- Minimum grant amount is \$200 per year
- Maximum grant amount is \$2,000 per year

GRANTEE INFORMATION	
NAME	
CHECK PAYABLE TO (if different from above)	
MAILING ADDRESS FOR REIMBURSEMENT CHECK	EMAIL
CITY, STATE, ZIP	PHONE #

DESCRIPTION OF WORK COMPLETED THIS YEAR

TABLE 1. ACTUAL COSTS		
Materials, professional contracting, paid staff time, etc.		
ITEM	DATE	COST
TABLE 1. TOTAL		\$

TABLE 2. GRANTEE / VOLUNTEER HOURS					
Grantee and volunteer hours are not a directly reimbursable expense but can be credited towards maintenance value at \$25/hour/person (reduces grantee's overall financial contribution).					
DATE	DESCRIPTION	NUMBER OF INDIVIDUALS	x NUMBER OF HOURS	x RATE (\$/hr./ind.)	= VOLUNTEER VALUE (\$)
				\$25	
				\$25	
				\$25	
				\$25	
				\$25	
				\$25	
				\$25	
				\$25	
				\$25	
				\$25	
TABLE 2. TOTAL					\$

(Attach additional sheets if necessary)

REQUESTED MAINTENANCE GRANT REIMBURSEMENT	
A) MAINTENANCE VALUE Table 1 Total + Table 2 Total	\$
B) GRANT % 50%, or 75% if in Focus Area	%
C) CALCULATED GRANT AMOUNT Maintenance Value (a) x Grant % (b)	\$
D) REQUESTED GRANT AMOUNT Amount <u>cannot</u> exceed Table 1 Total and must be \$200 - \$2,000	\$

See examples on page 4.

REQUIRED ATTACHMENTS:

Please attach itemized receipts, paid invoices, and/or volunteer logs for each item. Items without a receipt will not be eligible for reimbursement. Staff will review reimbursement request and a check for the grant amount will be mailed to the address provided within 60 days from approval.

GRANTEE CERTIFICATION & APPROVAL	
I certify that this is an accurate and true summation of the actual costs of labor, equipment and materials used for the above-mentioned project. In cases where the receipts included items that were not previously approved, I have made necessary corrections.	
NAME	
SIGNATURE	DATE

Maintenance Grant Reimbursement Examples

Example 1:

ACTUAL COSTS	
Replacement Plants	\$500
Contracted Professional Labor	\$500
Total	\$1,000
GRANTEE / VOLUNTEER HOURS	
None	
Total	\$0
MAINTENANCE VALUE Actual Costs + Volunteer Hours	\$1,000
GRANT % 50%, or 75% if in Focus Area	50%
CALCULATED GRANT AMOUNT Maintenance value x Grant %	\$500.00
REQUESTED GRANT AMOUNT Amount <u>cannot</u> Actual Costs and must be \$200-\$2,000	\$500.00

\$1,000 x 50%, no volunteer hours

Example 2:

ACTUAL COSTS	
Replacement Plants	\$500
Total	\$500
GRANTEE / VOLUNTEER HOURS	
Grantee labor weeding (1 person x 20 hr x \$25/hr/person)	\$500
Total	\$1000
MAINTENANCE VALUES Actual Costs + Volunteer Hours	\$1,000
GRANT % 50%, or 75% if in Focus Area	50%
CALCULATED GRANT AMOUNT Maintenance Value x Grant %	\$500.00
REQUESTED GRANT AMOUNT Amount <u>cannot</u> Actual Costs and must be \$200-\$2,000	\$500.00

\$1,000 x 50%, with volunteer hours

Example 3:

ACTUAL COSTS	
Mulch	\$100
Soil	\$50
Replacement plants	\$200
Total	\$350
GRANTEE / VOLUNTEER HOURS	
Grantee labor weeding (1 person x 10 hrs x \$25/hr/person)	\$250
Grantee planting (2 people x 5 hrs x \$25/hr/person)	\$250
Total	\$500
MAINTENANCE VALUES Actual Costs + Volunteer Hours	\$850
GRANT % 50%, or 75% if in Focus Area	50%
CALCULATED GRANT AMOUNT Maintenance Value x Grant %	\$425
REQUESTED GRANT AMOUNT Amount <u>cannot</u> Actual Costs and must be \$200-\$2,000	\$350

\$850 x 50% is \$425, but grant amount cannot exceed actual costs

Example 4:

ACTUAL COSTS	
Paid Maintenance Staff Labor (1 person x 50 hours x \$30/hr)	\$1,500
Plant purchase + delivery	\$500
Tool rental	\$200
Mulch purchase + delivery	\$250
Total	\$2,450
GRANTEE / VOLUNTEER HOURS	
Volunteer planting (2 people x 10 hrs x \$25/hr)	\$500
Total	\$500
MAINTENANCE VALUE Actual Costs + Volunteer Hours	\$2,950
GRANT % 50%, or 75% if in Focus Area	75%
CALCULATED GRANT AMOUNT Maintenance Value x Grant %	\$2,212.50
REQUESTED GRANT AMOUNT Amount <u>cannot</u> Actual Costs and must be \$200-\$2,000	\$2,000

\$2,950 x 75% is \$2,212.50, but maximum grant amount is \$2,000

Example 5:

ACTUAL COSTS	
Plant purchase	\$200
Mulch purchase	\$100
Total	\$300
GRANTEE / VOLUNTEER HOURS	
Volunteer planting (1 person x 2 hrs x \$25/hr)	\$50
Total	\$50
MAINTENANCE VALUE Actual Costs + Volunteer Hours	\$350
GRANT % 50%, or 75% if in Focus Area	50%
CALCULATED GRANT AMOUNT Maintenance Value x Grant %	\$175
REQUESTED GRANT AMOUNT Amount <u>cannot</u> Actual Costs and must be \$200-\$2,000	\$0

\$350 x 50% is \$175,
but minimum grant
amount is \$200