

## MIDDLE FORK IRRIGATION DISTRICT

### Water Conservation Grant Program Budget Instructions

*Use the form provided with these instructions, or if you prefer you may use a separate page following the same format as the attached Budget form. List the items and amounts for expenses associated with the proposed project in the appropriate sections of the Budget form. Complete only the line items that apply to the proposed project. Indicate the number of units and the unit cost wherever appropriate. **A project budget must be submitted with the grant application in order for the application to be considered complete and ready for review by the Board of Directors.***

*MFID requires at least a 50% cash match by the landowner. Evidence of this match must be submitted to MFID before grant funds will be released. MFID will not release funds prior to project completion and approval by the Board of Directors..*

Name of Project:

Fill in the name of the proposed project as completed on page 1 of the Grant Application.

Landowner:

Fill in the landowner's name as completed on page 1 of the Grant Application.

Landowner Services:

This section is for services that will be provided by the landowner. List the labor, and what the labor is for, that will be provided by the owner for project construction. Also list the estimated number of hours and the cost per hour as described below. Examples of Landowner Services include equipment operation, labor etc.

- **Expense Category:** Provide a brief description of each item that the owner will be providing for the proposed project. For example, "Excavator Operation" or "Pipe/Hose Installation". Use a separate line for each item.
- **# of Units:** Provide the number of units for each item listed in the Expense Category. For example, if Pipe/Hose Installation will take 10 hours fill in "10 hrs".
- **Unit Cost:** Provide the cost per unit for each item listed in #of units. For example, if the labor rate you are charging is \$15 per hour, fill in "\$15"
- **Total:** Multiply the # of Units by Unit Cost to get the total for each item listed in the Expense Category. Provide the total for each item listed in the Expense Category. For example, Pipe/Hose Installation will take 10 hours at \$15 per hour. The total for this item is \$150.

Contractor Services:

This section is for services that will be contracted to an outside party. List the labor that will be used for project design and/or construction. Also list the estimated number of hours and the cost per hour as described below. Examples of Contracted Services include equipment operators, project design, labor for pipe installation etc.

- **Expense Category:** Provide a brief description of each item that a contractor will be providing for the proposed project. For example, "Excavation", "Labor" or "Project Design". Use a separate line for each item.

- **# of Units:** Provide the number of units for each item listed in the Expense Category. For example, if Excavation will take 16 hours fill in “16 hrs”.
- **Unit Cost:** Provide the cost per unit for each item listed in #of units. For example, if the contractor’s rate for excavation is \$75 per hour, fill in “\$75”
- **Total:** Multiply the # of Units by Unit Cost to get the total for each item listed in the Expense Category. Provide the total for each item listed in the Expense Category. For example, Excavation will take 16 hours at \$75 per hour. The total for this item is \$1,200.

#### Supplies/Materials:

This section is for supplies and materials that will be needed to complete the proposed project. List all of the supplies and materials that will be required for project construction. Also list the estimated number of units needed and the cost per unit, as described below. Examples of Supplies and materials include, pipe, sprinkler heads, glue, fittings, etc. *MFID reserves the right to decide appropriate costs for in-kind supplies and materials donated by the landowner and/or agent.*

- **Expense Category:** Provide a brief description of the supplies and materials that will be needed to complete the proposed project. For example, “1 inch poly tubing” or “1 inch tees” Use a separate line for each item.
- **# of Units:** Provide the number of units for each item listed in the Expense Category. For example, if 5,000 feet of 1 inch pipe is needed fill in “5,000 feet”.
- **Unit Cost:** Provide the cost per unit for each item listed in #of units. For example, if the cost per foot of 1 inch poly tubing is .16¢, fill in “\$0.16”
- **Total:** Multiply the # of Units by Unit Cost to get the total for each item listed in the Expense Category. Provide the total for each item listed in the Expense Category. For example, 1 inch poly tubing needed is 5,000 feet at \$0.16 per foot. The total for this item is \$800.

#### Equipment:

This section is for equipment that will be used to complete the proposed project. List all of the equipment that will be required for project construction. Also list the estimated number of hours needed and the cost per hour, as described below. If equipment is to be rented use actual rental rates. Examples of Equipment include, backhoe, excavator, trencher, saw, etc. *MFID reserves the right to decide appropriate costs for in-kind equipment use donated by the landowner and/or agent.*

- **Expense Category:** Provide a brief description of the equipment that will be used to complete the proposed project. For example, “Rented Trencher”. Use a separate line for each item.
- **# of Units:** Provide the number of hours for each item listed in the Expense Category. For example, if the trencher will be used for 8 hours, fill in “8 hours”.
- **Unit Cost:** Provide the cost per hour for each item listed in #of units. For example, if the rental cost per hour for the trencher is \$15, fill in “\$15”
- **Total:** Multiply the # of Units by Unit Cost to get the total for each item listed in the Expense Category. Provide the total for each item listed in the Expense Category. For example, the trencher is needed for 8 hours at the rental rate of \$15 per hour. The total for this item is \$120.

## Miscellaneous:

This section is for miscellaneous expenses that do not fall into any of the categories above that will be needed to complete the proposed project. List all the miscellaneous expenses that will be required for the proposed project. Also list the estimated number of units (hours) needed and the cost per unit (hour), as described below. *Miscellaneous costs must be approved by the Board of Directors in order to be included in the total project costs. If there are no miscellaneous costs, this section can be left blank.*

- **Expense Category:** Provide a brief description of the miscellaneous expenses that will be needed to complete the proposed project. Use a separate line for each item.
- **# of Units:** Provide the number of units or hours for each item listed in the Expense Category.
- **Unit Cost:** Provide the cost per unit or hour for each item listed in #of units.
- **Total:** Multiply the # of Units by Unit Cost to get the total for each item listed in the Expense Category. Provide the total for each item listed in the Expense Category.

## Project Total:

Add up all the amounts in the “Total” column and put the total in this box. *MFID Requested Funds and Landowner Cost Share, along with any other funding sources must equal the Project Total.*

## MFID Funds Requested:

Provide the amount of grant funds you are requesting MFID contribute to the proposed project cost. The amount of funds requested cannot exceed \$20,000. Requested MFID funding cannot be more than 50% of the total cash contribution from the landowner.

## Landowner Cost Share:

Provide the amount of the Project Total the landowner will contribute to the project’s cost. The cash contribution must equal a minimum of 50% of the MFID funds requested as shown on the Project Budget.

## Program Contacts:

For technical and/or project related questions contact:

Craig DeHart

Phone 541 352-6468

Email: [craig@mfidp.com](mailto:craig@mfidp.com)

For a copy of a water rights map contact:

Ed Lavelle

Phone 541 352-6468

Email: [edl@mfidp.com](mailto:edl@mfidp.com)

For application and/or budget related questions, contact:

Cheryl Moore

Phone 541 352-6468

Email: [mfid@mfidp.com](mailto:mfid@mfidp.com)