

Catskill Watershed Corporation (CWC)
Watershed Education Grant Budget Reconciliation for ROUND 28

READ INSTRUCTIONS FIRST!

Recipient's Name and Address		Preparer's Email		
		Phone		
Sources of Project Support				
1 CWC Grant	1			
2 Other grants and cash donations	2			
3 In-kind contributions	3			
4 Total Project Support (ADD lines 1,2,3)	4			
Expenditure Categories		Paid with CWC Grant	Covered by In-kind Contributions	Paid with other Grants and Donations
Personnel				
5 School or organization's staff	5			
6 Outside presenters or consultants	6			
7 Equipment/Supplies	7			
8 Services	8			
9 Communications	9			
10 Travel	10			
11 Grant Administration	11			
12 Miscellaneous expenses	12			
13 Project Expenses (ADD lines 5 through 12)	13			
14. Total Project Expenses: Combined Line 13 totals				
15. Balance Remaining (SUBTRACT Line 13 from line 4); to be returned to CWC				
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.				
Authorized signature		Type or print name and title		Date

CWC Watershed Education Grant Budget Reconciliation

INSTRUCTIONS

LINE

- 1 Grant funds received from CWC
- 2 Attach a separate list itemizing all other grants received for the project
- 3 Labor and/or services either donated by volunteers or paid for out of recipient school or organization's own funds
- 4 Total of all project funding
- 5 Wages and fringe benefits (not exceeding 25% of salary) paid to school/organization staff. List personnel, rate of pay and time spent on project.
- 6 Professional consultants and presenters, including Special Options, paid under the project (i.e. web designers, performers, program providers)
- 7 Equipment purchases, including Special Options (ie: watershed model, camera, trout tank). Attach list of equipment and purchase documentation
- 8 Supplies integral to the project (ie: nets, waders, water testing kits, journals, art supplies)
- 9 Services paid under the project, including Special Options (venue fees, printing, video production, lodging for presenters, fees for environmental study visits)
- 10 Travel expenses incurred under the project (subway fare, bus rental, mileage at IRS rate: .58/mi 2024). List person traveling; date; destination; mileage
- 11 Grant administration, includes project coordination and final report preparation. Must not exceed 15% of total project cost. Provide name of administrator and hours spent on this work.
- 12 Itemize expenses that do not fall under above categories. CWC grant funds cannot be used to pay for food.
- 13 Total expenses paid with CWC grant funds, other grants/donations and in-kind contributions
- 14 Grand total of all project expenses (combined line 13)
- 15 **Balance of funds remaining under this project, if any (to be returned to CWC)**

REQUIRED DOCUMENTATION

Supporting documentation must accompany the reconciliation. Documentation consists of **invoices, vouchers or agreement letters** showing materials or services ordered; (Purchase Orders (POs) are not valid documentation); **PLUS copies of canceled checks, money orders, cash receipts and/or credit card statements** showing that materials, services, etc. were actually received and paid for.

Organize documentation by expense category (ie: clip all equipment receipts together; all supply receipts together, etc.) and submit with Final Report narrative and Budget Reconciliation Form.