

VERMONT URBAN & COMMUNITY FORESTRY P R O G R A M



2027 Grants Common Budget Form

Use the table below to provide details on your project's proposed budget. Use the following page for any relevant explanation of the budget.

Communities Caring for Canopy Grants require 1:1 cost-share match, as detailed in the grant category overview. The Total Grant Request (bottom of Column B) may be a maximum of 50% of the Total Project Cost (bottom of Column D). The remaining balance of Total Project Cost must be covered by the applicant's cost-share match and may be divided in any way between cash, in-kind services, staff time, indirect, or donations and documented in Column C. In other words, the Total of Column C (Match) must be at least equal to the Total of Column B (Grant Request).

Urban Tree Planting Mini Grants do not have a cost-share requirement. In-kind or cash match may be documented on the grant budget worksheet but is not required.

Please note that:

1. Administrative costs (contract management, invoices, reporting, etc.) may not exceed 10% of the grant request.
2. Indirect costs are eligible and can be claimed in the grant request (column B) or as match (column C). Applicants may choose not to include indirect costs in the budget. Indirect costs can only be calculated based on "Modified Total Direct Cost" or MTDC. Per [2 CFR 200.1](#): MTDC "means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward." If your organization or municipality does not have a current Negotiated Indirect Cost Rate Agreement (NICRA), use the de minimus flat rate of 15% of the MTDC. If your organization or municipality has an established NICRA, this must be submitted as an attachment to your application. More information on Indirect costs can be found in the grant application guidance.
3. Note that if your project involves hiring a contractor, you **MUST** wait until notification of awards and execution of a grant agreement before beginning the procurement process and signing a contract. Do not identify specific contractors in your application or your budget table.

Release Date: 10/29/2026

Application Due Date: 1/29/2027

Part I: Budget Table

GRANT CATEGORY FOR WHICH YOU ARE APPLYING:				
PROJECT TITLE:				
PROJECT APPLICANT LEGAL NAME:				
TOTAL GRANT REQUEST (COLUMN B):				
A	B	C		D
Project Component	Grant Request	Cost-Share Match		Total Project Cost
		Cash	In -Kind Services/ Donations	
Personnel: Admin (salary and fringe)				
Personnel: Implementation (salary and fringe)				
Materials/Supplies				
Equipment (purchases of \$10,000 or more)				
Services				
Travel				
Other				
Indirect				
Total				

Part II: Budget Explanation: Provide additional information that will help to clarify your grant request. For example, provide details on project activities supported by any anticipated contracted services, any partner contributions (match), or materials that will be purchased to support the project.