

Texas Recreational Trails Fund – Grant Application Budget Template Instructions

Instructions for the Recreational Trails Program Budget Template

1. These instructions may also be found on Page 2 of the Budget Template. Download the “Recreational Trails Grant Application Budget Template” document from the [Recreation Grants Online \(RGO\) Resources](#) page. You must follow all guidelines provided in the “Recreational Trails Grant Application Instructions”, also found on the RGO Resources page. You may also want to review the “Recreational Trails Grant Application SAMPLE BUDGET”, again found on the RGO Resources page. If you require a budget template with additional room for line items, you may request an expanded spreadsheet from the Recreational Trails Program Staff.
2. Enter the “Project Name” and “Name of Organization.” These entries should match your overall grant submission.
3. Enter item costs into 1 of 6 categories; Labor, Materials/Supplies, Environmental Surveys, Engineering and Professional Services, Equipment Rental/Use or Miscellaneous.
4. Enter the appropriate “Unit.” Some items, like professional services, might not easily broken down into typical units. In these cases, entries such as “1 Time Fee” or “N/A” are acceptable.
5. Next, complete the fields “# of Units” and “Cost per Unit.” Multiplying the two should give you the total cost of the line item. The field “Total Cost” does not auto-populate from “# of units” and “Cost per Unit.”
6. Typically the cost of a particular line item is either “Sponsor Share” meaning that the item will be furnished by the sponsor as part of their 20% match, or “Federal Share” meaning that the item is intended to be reimbursed with Federal funds. Please enter the appropriate cost (“# of Units” x “Cost per Unit”) under either “Sponsor Share” or “Federal Share.” Occasionally the cost of an item may be split between “Sponsor Share” and “Federal Share.” You may split the cost of a line item between “Sponsor Share” and “Federal Share” and the spreadsheet will auto-calculate the sum in the “Total Cost” field.
7. Individual line items auto-sum at each cost category heading, which in turn populate the “Rounded Total,” “Actual Project Cost” and “Actual Percentage” categories. The “Rounded Total” row automatically rounds the “Actual Project Cost” up to the nearest hundred dollar increment. The “Rounded Total” category should not exceed \$200,000 in “Federal Share” for non-motorized projects, or \$400,000 in “Federal Share” for motorized projects. You may need to adjust budget numbers accordingly.
8. Save your budget document as “YOURORGANIZATIONNAME_BUDGET” and upload it to the proper place in your online application in RGO.