

# Appendix D

## Form for Proposal Budget

The following format should be used to present the budget for the proposed project. Please consult with LMF staff with any questions and prior to modifying this form. Proposals with incomplete budget information will not be accepted for Board consideration.

For multi-parcel projects: Please ensure your budget form includes a detailed budget for each proposed parcel/easement acquisition. Indicate if the land values are based on estimates or completed appraisals. For pre-acquired properties: Advance approval is required from your Designated Sponsoring Agency (DSA). Attach DSA approval letter with your proposed project budget. Land or easements must be pre-acquired not more than 2 years prior to your LMF application.

**TOTAL PROJECT COSTS SUMMARY**

|                                   |                  |           |                  |
|-----------------------------------|------------------|-----------|------------------|
| <b>1) LAND VALUE:</b>             | <i>Estimated</i> | <i>or</i> | <i>Appraised</i> |
| Value of fee land to be purchased | _____            |           | _____            |
| Value of easement to be purchased | _____            |           | _____            |
| <b>Total Land Value:</b>          | <b>\$</b> _____  |           | _____            |

|                                  |                  |           |               |
|----------------------------------|------------------|-----------|---------------|
| <b>2) STEWARDSHIP ENDOWMENT:</b> | <i>Estimated</i> | <i>or</i> | <i>Actual</i> |
|                                  | _____            |           | _____         |

|  |                  |           |                 |
|--|------------------|-----------|-----------------|
| <b>3) ELIGIBLE “ALL OTHER” PROJECT COSTS AND SERVICES:</b> | <i>Estimated</i> | <i>or</i> | <i>Actual</i>   |
| Appraisal  | _____            |           | _____           |
| Title report, Title insurance                              | _____            |           | _____           |
| Boundary survey  | _____            |           | _____           |
| Legal fees   | _____            |           | _____           |
| Closing/recordation fees                                   | _____            |           | _____           |
| Environmental Site Assessment Ph I survey                  | _____            |           | _____           |
| Baseline documentation ( <i>easement only</i> )            | _____            |           | _____           |
| Natural resource survey                                    | _____            |           | _____           |
| Other ( <i>specify</i> ) 1.                                | _____            |           | _____           |
| 2.   | _____            |           | _____           |
| <b>Total All Other:</b>                                    | <b>\$</b> _____  |           | <b>\$</b> _____ |

|  |                 |  |                 |
|--|-----------------|--|-----------------|
| <b>4) TOTAL PROJECT COSTS (Land Value + Stewardship + All Other)</b> | <b>\$</b> _____ |  | <b>\$</b> _____ |
|--|-----------------|--|-----------------|

**PROJECT MATCH SUMMARY**

Your proposal must provide matching funds greater than or equal to ½ of the total project costs. Matching funds may be in the form of cash from public and private sources, donated lands and easements, the applicant’s eligible “all other” costs, or a combination thereof. Amounts and sources of match must be clearly identified and whether these contributions have been secured, or are still pending. You will be required to provide documentation of matching funds prior to the release of LMF funds. Identify all costs as actual or estimated, and explain how they are derived. Please review the Notes section of the bottom of this page as you prepare your budget.

70% or more of your matching funds must come from **Land Value & Cash Match**

30% or less of your match matching funds may be contributed from **Eligible All Other Project Costs and Services**

**1) LAND VALUE & CASH MATCH**

|   | Status<br><i>Secure/Pending</i> | \$ Contribution<br><i>Estimate/Actual</i> | % Match |
|---|---------------------------------|---|---------|
| Value of <u>purchased</u> matching fee/easement lands (specify) | _____                           | _____                                     | _____   |
| Value of <u>donated</u> matching fee/easement lands (specify)   | _____                           | _____                                     | _____   |
| Bargain sale offered by seller (list for each property)         | _____                           | _____                                     | _____   |
| Cash contributions: 1.  | _____                           | _____                                     | _____   |
| 2.  | _____                           | _____                                     | _____   |
| Stewardship Endowment contribution                              | _____                           | _____                                     | _____   |
| <b>Sub-Total Land Value &amp; Cash Match:</b>                   |                                 | <b>\$_____</b>                            | _____   |

**2) ELIGIBLE “All Other” PROJECT COSTS and SERVICES:**

**Sub-Total All Other Match** (from Total Project Costs Summary): \$\_\_\_\_\_ %

**3) TOTAL PROJECT MATCH:**

(Subtotal Land Value & Cash Match + Subtotal All Other Match) \$\_\_\_\_\_ %

**4) AMOUNT REQUESTED: (Total Project Cost – Total Project Match)**

\$\_\_\_\_\_

**NOTES:**

1. The value of lands acquired within 2 years of the date of project proposal may be used as match when the match parcel has a direct relationship to the project. This value must be validated by an independent appraisal which meets LMF appraisal standards.
2. Lands donated as matching funds are subject to the same requirements and restrictions as lands acquired with LMF funds.
3. Applicants are responsible for Eligible Project Costs. These documented costs may be applied to your match. Some costs will be covered by LMF. Do NOT include these in your Total Project costs:
  - Natural areas survey by MNAP
  - Archeological survey by MHPC
  - “5%” grants for minor capital improvements and farm business planning
  - LMF’s legal costs
4. To be included in LMF project match calculation, stewardship funds must be in hand (secured), with written confirmation signed & dated by applicant’s Treasurer which confirms: a) Board of Cooperating Entity has authorized the stewardship funds for project property and, b) the amount of funds in the endowment account to be held for stewardship and monitoring purposes.