

Outdoor Recreation Legacy Partnership Program

Budget narrative (maximum length: 5 pages)

1) Viability and reasonableness of the project's budget:

This section should explain how the requested LWCF assistance will be used and how the match requirement will be met, including any costs proposed for overmatch. Break down, describe, and justify the proposed costs, which should clearly correspond to the details of the work activities outlined in the project narrative. Project sponsors are encouraged to provide budget information in both narrative and tabular forms to ensure sufficient detail so the budget can be clearly understood, particularly in terms of what costs are proposed for reimbursement by the LWCF ORLP grant and what costs will be used to satisfy the 1:1 match.

Project sponsors are encouraged to review Chapters 3 and 5 of the [LWCF Manual](#) to ensure understanding about eligible costs. Of note: Land acquisition costs should be based on appraised value or other estimate of fair market value. Be sure to explain the basis for the value estimate. Acquisition-related support costs (e.g., appraisals) are not eligible LWCF expenses or as match. On the development side, for this competition, project management/administration expenses, design/engineering fees, and contingencies may be included in the budget, but they are capped at 5% (administration) and 10% (each, design/engineering and contingencies) of the total budget, respectively. These must be included in the proposed budget and may not be introduced at the final application stage (if applicable). If indirect costs are planned (by the state lead agency) this should be reflected in the budget.

Match contributions can consist of cash, land donation, and in-kind contributions of supplies or services needed to implement the project. Describe the availability or firmness of commitments for funds to meet the 1:1 match and for the full amount of funds needed to complete the project, including any match commitment(s) that exceed the 1:1 requirement. Note that, at a minimum, sufficient funding to meet the 1:1 match requirement must be in hand or firmly committed at the time of application. If the project match exceeds the 1:1 requirement, indicate how the additional funds/in-kind contributions will be used. Overmatch costs needn't necessarily be eligible for LWCF, but more weight will be given for leveraging if they are. Project sponsors should also ensure costs are reasonable and that it's clear why they are being included in the project budget.

As noted in Section C.2, other federal resources may not be used as a match for the LWCF grant unless such treatment is specifically authorized the source's enabling legislation. Project sponsors should be prepared to show supporting documentation if requested. Project sponsors are not permitted to also seek LWCF formula funding to support the project (except as an alternate grant source if not selected for an ORLP grant).

If the LWCF ORLP grant-funded project is part of a larger project, please be sure the LWCF-related components of the budget can be clearly discerned. It can be difficult for reviewers to evaluate and score a budget when it's not clear how the grant funds will be used or what specific

costs are being provided as match, and project sponsors risk having the requested federal share reduced if it appears ineligible costs are proposed to be charged to the grant or used as part of the 1:1 match share. Note that the LWCF ORLP and match-funded element(s) of the project must still result in a viable recreation opportunity that is not reliant on other funding even in the context of a larger planned project.

2) Partner Support and Leveraging:

Describe the how project is or will be supported by partnerships with the public, private, and/or non-profit sectors specifically through contributions of money, land, supplies, services, etc. In addition to the types of contributions and amounts, be sure to describe the source(s) of the contributions proposed for the match, particularly if they are from non-public partners in the project, and whether they are already available or still being secured.

If applicable, describe how and to what extent the LWCF ORLP grant will play a role in leveraging funding for the project from non-federal public, private, and/or non-profit resources, and if they allow the project budget to exceed the 1:1 match requirement. Projects that leverage the LWCF ORLP grant funds beyond the 1:1 match will be favored, but more points will be awarded when the leverage is comprised of LWCF-eligible costs directly related to the acquisition or construction work versus other kinds of costs that support the project in a larger sense but aren't necessarily needed to support the acquisition or development.