

TRACKS FY 2011 RFP

Cost Share Summary Instructions

Use the column-specific instructions listed below to complete the Cost Share Summary. (A sample is provided to assist you). List each Cost Share Partner (agency providing cost share) in a separate line on this form. Upon completion, verify that the grand TOTAL amount of cost share on the last line of the form equals the total amount of cost share listed in your budget.

- A. Agency providing Cost Share-** Name of Cost Share Source
- B. Non-federal public source?** - Verify with “Y” or “N.”
- C. Funds available for FY 2011?** - Verify with “Y” or “N.”
- D. Cost Share Type-** Specify type of cost share being provided. Types of cost share include Personnel, Space/Rent, and Other. List out Other types of cost share.
- E. How Cost Share ties to SNAP-Ed** - Specify how cost share provided ties to your Supplemental Nutrition Assistance Program-Education (SNAP-Ed) programming.
- F. Cost Share Partner funding source** – From where did your Cost Share Partner (Agency providing cost share) receive their funding? Be specific. Examples of sources include local school district tax dollars, private funds from specific endowments entering the general operating fund of the organization, and administrative portion of State Food Purchase dollars.
- G. Matches other funding?** - Is the cost share used to draw match dollars for any other programs? Verify with “Y” or “N.”
- H. Appropriate records maintained?** Verify that documentation to support the use of these funds will be maintained. Verify with “Y” or “N.” Refer to Policy F-07 for more information.
- I. Value Calculation-** How was the amount cost share calculated? Specify what formulas were used and how those formulas were calculated.
- J. Cost Share Total-** List the amount of cost share provided from each Cost Share Partner (agency providing cost share).

An optional form (not required) is available to summarize cost share by expense category. This form is the second worksheet in the template.