

## TRACKS FY 2011 RFP

### Space Calculation Form

If space is used as cost share, complete the Space Calculation form. The Space Calculation form provides 3 spreadsheets in the calculation of space. Choose the worksheet that is most applicable in calculating space cost share.

- **Weekly Space Calculation form:** This spreadsheet is for Local Partners who use space on a weekly basis. Enter all required information in highlighted cells to calculate the space cost share.
- **Monthly Space Calculation form:** This spreadsheet is for Local Partners who use the space on a month basis. Enter all required information in highlighted cells to calculate the space cost share.
- **Yearly Space Calculation form:** This spreadsheet is for Local Partners who use space occasionally throughout the year. Enter all required information in highlighted cells to calculate the space cost share.

Instructions for calculating the value of space are included on the template; the template will calculate totals for space cost share. Please note that the square footage of space must be listed for ONE area or classroom. If more than one area requires different square footage, use separate calculation forms. If using only one spreadsheet is preferred, copy the formula provided in the template and label each area accordingly. If using different centers, identify each center that is used for space. For example, differentiate the space calculated for multiple senior center sites.

Input the total of calculated space for cost share into the Space/Rent section of the Cost Share Letter and Questionnaire form.