

TRACKS FY 2010 RFP

Cost Share Summary Instructions

Complete the Cost Share Summary. (A Sample Cost Share Summary is provided for your assistance.) Verify that the total on your cost share summary form equals the total cost share on your budget. List each source of cost share separately in the Cost Share Summary. Verify with “Y” for yes and “N” for no. Provide the following information:

- A. Cost Share Source-** Name of Cost Share Source
- B. Verification that the funds are from non-federal, public sources available for use in SNAP-ED-** Verify with “Y” or “N”
- C. Statement that the funds are available for the federal fiscal year for which you are applying; specifically list the fiscal year-** Verify with “Y” or “N”
- D. Specific description of Nature of Cost Share-** Specify the type of cost share: salaries, materials, services, etc.
- E. Activities or costs to be covered by the Cost Share-** Specify how it can be tied to SNAP-Ed
- F. Determine the original funding source of the Cost Share-** (Where your cost share provider got their funding); be very specific.
- G. Verification that the funds will not be used as cost share for another program-** Verify with “Y” or “N”
- H. Verification that documentation to support the use of these funds will be maintained-** Verify with “Y” or “N”
- I. Determination of value of cost share-** How was the cost share calculated?
- J. Amount of cost share-** List the amount of Cost Share for each Cost Share source.

An additional (optional) second spreadsheet summarizing the cost share by expense category is included for use, however, the Cost Share Summary by source is the only one required.